



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 11th July, 2012 at 1.30 pm

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

1. Minutes

To confirm the minutes of the Council Meeting held on 21st May 2012.

2. Declarations of Interest

To receive any declarations of interest from Members

3. Communications

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate

4. Deputations

To receive deputations in accordance with Council Procedure Rule 10

5. Reports

To consider reports as follows (the Monitoring Officer considers that these reports are appropriate to be received at this meeting in accordance with Council Procedure Rule 2.2(f)):-

- a) That the report of the City Solicitor on appointments be approved.

J LEWIS

- b) That the report of the Chief Officer, Democratic and Central Services presenting the Scrutiny Boards' Annual report to Council, prepared in accordance with Article 6 of the Constitution, be approved.

P GRUEN

- c) That the recommendations of the Independent Remuneration Panel, as presented by the report of the Chief Officer, Democratic and Central Services, be approved and that the City Solicitor be authorised to make any consequential changes to the Members' Allowances Scheme.

J LEWIS

- d) That the report of the City Solicitor asking that Council ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011 be agreed.

J LEWIS

6. Recommendations of the General Purposes Committee

To consider the report of the City Solicitor on recommendations of the General Purposes Committee in respect of ;

- amendments to the Officer Delegation Scheme (Council (non executive) Functions);
- the appointment of the Independent Person in respect of Standards; and
- the establishment of the West Yorkshire Police and Crime Panel.
- the amendments made by the Leader to the Officer Delegation Scheme (Executive Functions).

K WAKEFIELD

7. Questions

To deal with questions in accordance with Council Procedure Rule 11

8. Minutes

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

9. Back Bench Community Concerns

To receive Back Bench Community Concerns in respect of;

- a) S Lay - The future of Wharfedale Hospital and the provision of intermediate care in the Wharfe Valley and the north of the City.

S LAY

- b) A Blackburn - Vandalism of playgrounds in public parks.

A BLACKBURN

- c) R Procter - Ward councillors have concerns about the impact of the East Leeds Extension, in relation to the North East quadrant. If the necessary road infrastructure is not built prior to any development taking place, there could be considerable disruption.

Residents should not be inconvenienced by development, without infrastructure improvements also being made at the appropriate time.

R PROCTER

- d) P Truswell - The particularly high levels of smoking in the Middleton and Belle Isle area and the impact this has on people's quality of life.

Middleton Park members wish to call on Council colleagues to support efforts to address the wider determinants of health to help reduce persistent health inequalities.

P TRUSWELL

- e) A Khan - The significant increase in the number of people in our area raising concern about the potentially devastating impact of welfare reforms on their families.

A KHAN

10. White Paper Motion (in the name of Councillor A Carter) - Planning Applications for PAS land

This Council views with great concern the activities of landowners and house builders who appear to be making a concerted and deliberate attack on localism by preparing to inundate the Council with planning applications for PAS land.

Council calls for an all-party delegation to visit the Secretary of State for Communities and Local Government to seek his urgent intervention in this matter.

A CARTER

11. White Paper Motion (in the name of Councillor Blake) -Child Friendly City

Council reaffirms its commitment to becoming a Child Friendly City including the outcome of encouraging children and young people to chose healthy lifestyles.

Council further recognises that a key part of this is school sports.

Council applauds schools across Leeds who have taken inspiration from the London Olympics and who have organised many sporting events.

Council therefore instructs the Chief Executive to write to Sarah Teather, Minister of State for Children and Families, to lobby for the re-introduction of the School Sports Partnership Funding to further enable school children to develop a love of sporting activity that will help them choose healthy lifestyles and improve health outcomes.

J BLAKE

Chief Executive

Civic Hall
Leeds
LS1 1UR

Proceedings of the Annual Meeting of the Leeds City Council held
Civic Hall, Leeds on Monday, 21st May, 2012

PRESENT: The Lord Mayor Councillor Reverend Alan Leonard Taylor in the
Chair

WARD

ADEL & WHARFEDALE

Barry John Anderson
John Leslie Carter
Clive Fox

ALWOODLEY

Neil Alan Buckley
Dan Cohen
Peter Mervyn Harrand

ARDSLEY & ROBIN HOOD

Karen Renshaw
Jack Dunn
Lisa Mulherin

ARMLEY

Alison Natalie Kay Lowe
James McKenna
Janet Harper

BEESTON & HOLBECK

Angela Gabriel
Adam Ogilvie
David Congreve

BRAMLEY & STANNINGLEY

Caroline Gruen
Ted Hanley
Neil Taggart

BURMANTOFTS & RICHMOND HILL

Maureen Ingham
Asghar Khan
Ron Grahame

WARD

CALVERLEY & FARSLEY

Andrew Carter
Joseph William Marjoram
Rod Wood

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Elizabeth Nash
Patrick Davey
Mohammed Iqbal

CROSS GATES & WHINMOOR

Suzi Armitage
Pauleen Grahame
Peter John Gruen

FARNLEY & WORTLEY

David Blackburn
Ann Blackburn
John Hamilton Hardy

GARFORTH & SWILLINGTON

Andrea McKenna
Mark Dobson
Thomas Murray

GIPTON & HAREHILLS

Roger Harington
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Graham Latty
Paul Wadsworth
Pat Latty

HAREWOOD

Ann Castle
Rachael Procter
Matthew James Robinson

HEADINGLEY

Janette Walker
Neil Walshaw
Martin Hamilton

HORSFORTH

Christopher Townsley
Dawn Collins
Brian Cleasby

HYDE PARK & WOODHOUSE

Christine Denise Towler
Gerry Harper
Javaid Akhtar

KILLINGBECK & SEACROFT

Graham Hyde
Veronica Morgan
Brian Michael Selby

KIPPAX & METHLEY

Mary Elizabeth Harland
James Lewis
Keith Ivor Wakefield

KIRKSTALL

Lucinda Joy Yeadon
John Anthony Illingworth
Bernard Peter Atha

MIDDLETON PARK

Paul Anthony Truswell
Judith Blake
Kim Groves

MOORTOWN

Alex Sobel
Rebecca Charlwood
Sharon Hamilton

MORLEY NORTH

Robert Finnigan
Robert William Gettings
Thomas Leadley

MORLEY SOUTH

Judith Elliott
Neil Dawson
Shirley Varley

OTLEY & YEADON

Sandy Edward Charles Lay
Colin Campbell
Ryk Downes

PUDSEY

Josephine Patricia Jarosz
Richard Alwyn Lewis
Mick Coulson

ROTHWELL

David Nagle
Karen Bruce
Barry Stewart Golton

ROUNDHAY

Bill Urry
Christine Macniven
Ghulam Hussain

TEMPLE NEWSAM

Judith Cummins
Katherine Mitchell
Michael Lyons

WEETWOOD

Jonathan Bentley
Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

1 **Announcements**

The Lord Mayor welcomed newly elected Members to their first meeting of Council.

2 **Issue of Papers for the Meeting**

The Lord Mayor indicated that, following the despatch of the Summons, together with items 4, 7, 8(a), 8(b)(iii), 9 and 11 on Friday, 11th May 2012, further papers were circulated to Members, as follows:-

Schedule 8(b)(i)	- Appointments to Committees/Boards and Panels
Schedule 8(b)(ii)	- Appointments to Licensing and Standards Committees
Schedule 8(c)	- Chairs of Committees/Boards and Panels
Schedule 8(d)	- Chairs of Area Committees
Schedule 8(e)	- Appointments to Joint Authorities and Joint Committees
Schedule 10	- Executive Arrangements

3 **Election of Lord Mayor**

It was moved by Councillor A Carter seconded by Councillor Wakefield and

RESOLVED UNANIMOUSLY – That Councillor Ann Castle be elected Lord Mayor of the City of Leeds to hold Office until the date of the Annual Meeting in 2013.

The meeting was suspended to allow for Councillor Castle to accept the Chain of Office and to take the Chair.

4 **Election of Vice Chair of Council**

It was moved by Councillor A Carter seconded by Councillor Wakefield and

RESOLVED UNANIMOUSLY – That Councillor J L Carter be appointed Vice Chairman of Council to hold Office until immediately after the election of the Lord Mayor at the Annual meeting of Council in 2013.

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

Councillor Taggart moved a vote of thanks to the retiring Lord Mayor, Councillor Reverend Alan Taylor. This was seconded by Councillor G Latty and supported by Councillors Golton, Elliott and A Blackburn.

6 **Minutes**

It was moved by Councillor J Lewis seconded by Councillor G Latty and

RESOLVED – That the minutes of the meetings of Council held on 28th March 2012 be approved.

7 **Declarations of Interest**

The Lord Mayor announced that a list of written declarations submitted by Members was on display in the ante-room, on deposit in public galleries and had been circulated to each Member's place in the Chamber.

Following an invitation to declare further individual interests, declarations in accordance with the Council's Members' Code of Conduct were made as follows:-

a) Members declared personal interests in minute 13, as follows:-

Cllr D Congreve	Chair of Committee/Board
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Cllr J Harper	Chair of Committee/Board
Cllr N Taggart	Chair of Committee/Board
Cllr S Armitage	Chair of Committee/Board
Cllr E Nash	Chair of Committee/Board
Cllr T Murray	Chair of Committee/Board
Cllr J Lewis	Chair of Committee/Board
Cllr K Wakefield	Chair of Committee/Board
Cllr P Grahame	Chair of Committee/Board
Cllr M Rafique	Chair of Committee/Board
Cllr J Illingworth	Chair of Committee/Board
Cllr R Grahame	Wife Chair of Committee/Board
Cllr B Anderson	Chair of Committee/Board
Cllr J Procter	Chair of Committee/Board
Cllr R Procter	Husband likely to be chair of committee/board
Cllr J Chapman	Chair of Scrutiny Board

b) Members declared personal interests in minute 14, as follows:-

Cllr G Hyde	Area Committee Chair
Cllr A McKenna	Area Committee Chair
Cllr G Hussain	Area Committee Chair
Cllr J Akhtar	Area Committee Chair
Cllr A Gabriel	Area Committee Chair
Cllr J McKenna	Area Committee Chair
Cllr J Jarosz	Area Committee Chair
Cllr K Bruce	Area Committee Chair
Cllr G Wilkinson	Chair of Area Committee
Cllr P Wadsworth	Chair of Area Committee

c) Members declared personal interests in minute 16, as follows:-

Cllr M Coulson	Member of Outside Body
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Cllr J Lewis	Member of Outside Body
Cllr M Lyons	Member of Outside Body
Cllr V Morgan	Member of Outside Body
Cllr N Walshaw	Member of Outside Body
Cllr R Grahame	Member of Outside Body
Cllr S Hamilton	Member of Outside Body
Cllr A Hussain	Member of Outside Body
Cllr K Renshaw	Member of Outside Body
Cllr B Selby	Member of Outside Body
Cllr M Iqbal	Member of Outside Body
Cllr A Lowe	Member of Outside Body
Cllr P Davey	Member of Outside Body
Cllr T Hanley	Member of Outside Body
Cllr K Wakefield	Member of Outside Body
Cllr N Taggart	Member of Outside Body
Cllr J Hardy	Member of Outside Body
Cllr P Harrand	Member of Outside Organisation
Cllr A Carter	Member of Outside Organisation
Cllr C Fox	Member of Outside Organisation
Cllr L Carter	Member of Outside Organisation
Cllr J Procter	Member of Outside Organisation
Cllr R Procter	Husband likely to be member of Outside Organisation
Cllr G Wilkinson	Member of Outside Body
Cllr R Downes	Membership of ITA
Cllr C Townsley	Membership of Fire & Rescue Authority

d) Members declared personal interests in minute 18, as follows:-

Cllr K Wakefield	Member of Executive Board
Cllr J Blake	Member of Executive Board

Cllr P Gruen	Member of Executive Board
Cllr A Ogilve	Member of Executive Board
Cllr R Lewis	Member of Executive Board
Cllr M Dobson	Member of Executive Board
Cllr L Yeadon	Member of Executive Board
Cllr L Mulherin	Member of Executive Board
Cllr B Atha	Likely to receive allowance as Executive Support Member
Cllr R Charlwood	Likely to receive allowance as Executive Support Member
Cllr J Dunn	Likely to receive allowance as Executive Support Member
Cllr K Groves	Likely to receive allowance as Executive Support Member
Cllr G Harper	Likely to receive allowance as Executive Support Member
Cllr K Mitchell	Likely to receive allowance as Executive Support Member
Cllr C MacNiven	Likely to receive allowance as Executive Support Member
Cllr E Taylor	Likely to receive allowance as Executive Support Member
Cllr T Hanley	Likely to receive allowance as Executive Support Member
Cllr J Dowson	Likely to receive allowance as Executive Support Member
Cllr K Maqsood	Likely to receive allowance as Executive Support Member
Cllr C Gruen	Husband member of Executive Board
Cllr D Blackburn	Chair of the Leeds Climate Change Action Group
Cllr A Blackburn	Husband Chair of the Leeds Climate Change Action Group
Cllr Andrew Carter	Member of Executive Board
Cllr S Golton	Executive Board Membership

- 8 Recommendations of the General Purposes Committee - Amendments to the Constitution**
It was moved by Councillor Wakefield seconded by Councillor J Lewis and
- RESOLVED** – That the recommendations of the General Purposes Committee with regard to amendments to the Constitution, as detailed in the report of the City Solicitor, be approved.
- 9 Establishment of Committees and Appropriate Terms of Reference**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That Committees be established having Terms of Reference as detailed in Schedule 8(a) to the agenda.
- 10 Membership of Committees, Boards and Panels**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That appointments be made to the Committees referred to in 8(a) above, as detailed in Schedule 8(b)(i) and circulated, and that the Director of Resources be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council.
- 11 Membership of the Standards and Licensing Committees**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That appointments be made to the Standards and Licensing Committees referred to in 8(a) as detailed in Schedule 8(b)(ii), and that the Director of Resources be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council
- 12 Membership of Area Committees**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That appointments be made to Area Committees referred to in 8(a) above as detailed in Schedule 8(b)(iii).
- 13 Appointment of Chairs to Committees/Boards/Panels and Standards and Licensing Committees**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That Chairs be appointed to those Committees as detailed in Schedule 8(a).
- 14 Appointment of Chairs to Area Committees**
It was moved by Councillor J Lewis seconded by Councillor Lowe and
- RESOLVED** – That Chairs be appointed to those Committees as detailed in Schedule 8(d).
- 15 Appointment of Chair to South Outer Area Committee**
It was moved by Councillor J Lewis, seconded by Councillor Lowe, that the appointment of the Chair of the South Outer Area Committee be determined by Council following an equal division of votes for the 2 nominees at the South Outer Area Committee meeting held on 18th May 2012. The 2 nominees were Councillor K Bruce and Councillor R Finnigan.

RESOLVED – That Councillor K Bruce be appointed Chair of the South Outer Area Committee.

On the requisition of Councillors Finnigan and Leadley, the voting for both nominations was recorded as follows:-

Vote for Councillor Bruce:-

YES

Akhtar, Atha, Blake, Bruce, Charlwood, Congreve, Coulson, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Murray, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Truswell, Urry, Wakefield, Walker, Walshaw, Yeadon.

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NO

Anderson, J Bentley, S Bentley, Buckley, Campbell, A Carter, J L Carter, Chapman, Cleasby, Cohen, Collins, Downes, Elliott, Finnigan, Fox, Gettings, Golton, M Hamilton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, Marjoram, J Procter, R Procter, Robinson, Townsley, Varley, Wadsworth, Wilkinson, Wood.

33

ABSTAIN

A Blackburn, D Blackburn.

2

Vote for Councillor Finnigan:-

YES

Anderson, J Bentley, S Bentley, Buckley, Campbell, A Carter, J L Carter, Chapman, Cleasby, Cohen, Collins, Downes, Elliott, Finnigan, Fox, Gettings, Golton, M Hamilton, Harrand, Lamb, G Latty, P Latty, Lay, Leadley, Marjoram, J Procter, R Procter, Robinson, Townsley, Varley, Wadsworth, Wilkinson, Wood.

33

NO

Akhtar, Atha, Blake, Bruce, Charlwood, Congreve, Coulson, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Murray, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Truswell, Urry, Wakefield, Walker, Walshaw, Yeadon.

62

ABSTAIN

A Blackburn, D Blackburn.

2

16 Appointment to Outside Bodies

It was moved by Councillor J Lewis seconded by Councillor Lowe and

RESOLVED – That appointments to Outside Organisations as detailed in Schedule 8(e) be approved.

17 Scheme of Delegation(Council (Non-Executive) functions)

It was moved by Councillor J Lewis seconded by Councillor Lowe and

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

18 Executive Arrangements

It was moved by Councillor J Lewis seconded by Councillor Lowe 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.

19 Council Meeting Dates 2012/13

It was moved by Councillor J Lewis seconded by Councillor Lowe and

RESOLVED – That the dates of the meetings of the Council for the Municipal Year 2012/13, as detailed in Schedule 11 be approved.

Council rose at 6.45 pm

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Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 11 July 2012

Subject: Appointments

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

To note appointments to Committees, Boards and Panels following consultation with relevant Group Whips.

Recommendations

That Council note the appointments to Committees, Boards and Panels referred to in 1.2 of the report.

1 Purpose of this report

1.1 At the Annual Meeting the Director of Resources was authorised in consultation with Group Whips to change appointments made during the period between the Annual Meeting and the next ordinary meeting of Council in accordance with the proportions set out on the schedules, subject to their subsequent report to Council.

1.2 The Director of Resources in consultation with Group Whips has made appointments as follows:-

- Councillor A Hussain replace Councillor Coulson on the Scrutiny Board (Children and Families).
- Councillor Urry replace Councillor Charlwood on the Scrutiny Board (Children and Families).
- Councillor Collins replace Councillor Robinson on the Scrutiny Board (Housing and Regeneration).
- Councillor Robinson replace Councillor Collins on the Scrutiny Board (Health and Well-being and Adult Social Care).

2 Background information

2.1 The Annual meeting of Council on 21st May 2012 authorised the Director of Resources in consultation with Group Whips to make changes to appointments made at the Annual Meeting up to the date of the next ordinary meeting of Council on 11th July 2012, in order that appropriate representation is secured on the various Committees, Boards and Panels.

3 Main issues

3.1 The Annual meeting appointed to all vacancies on Committees, Boards and Panels when it approved the schedule and, subsequently, Group Whips have provided information to alter representation.

3.2 Any appointments made by the Director of Resources need to be reported to this Council meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The nominations for the appointments have been identified in consultation with the appropriate Group Whips.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications regarding equality, diversity, cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.1 Fully operational and quorate Committee, Board and Panel meetings are in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

4.4.1 There are no specific implications regarding resources and value for money arising from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report is not subject to Call In, as it is a Council Function.

4.6 Risk Management

4.6.2 Making the appointments to the Committees, Boards and Panels ensured that those meetings scheduled between the local elections and the Annual Council Meeting could proceed with adequate and appropriate membership levels.

5 Conclusions

5.1 It is appropriate that the appointments referred to in the report be noted at this meeting.

6 Recommendations

6.1 That the appointments referred to in paragraph 1.2 of this report.

7 Background documents¹

7.1 Officer Delegation Scheme (Council (non-executive) functions) - Leeds City Council Constitution.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Report of the Chief Officer, Democratic and Central Services

Council

Date: 11th July 2012

Subject: Scrutiny at Leeds City Council – Annual Report 2011/12

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. 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 2011/12 annual report is appended.

Recommendation

2. Council is asked to receive and note the annual report.

1.0 Purpose of this report

1.1 The purpose of this report is to present to Council the scrutiny annual report for 2011/12.

2.0 Background information

2.1 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.

3.0 Main issues

3.1 The annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. It is vital that we continue to identify steps to improve the way that Scrutiny operates in Leeds. To this end, a number of actions for improvement have been identified and are set out within the annual report.

4.0 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The scrutiny annual report for 2011/12 was produced by the Head of Scrutiny and Member Development in consultation with the Chief Officer for Democratic and Central Services; the relevant Scrutiny Chairs and the Executive Board Member for Neighbourhoods, Planning and Support Services.

4.2 Equality and Diversity / Cohesion and Integration.

4.2.1 The annual report for 2011/12 acknowledges that the Scrutiny Board Procedure Rules now state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

4.3 Council Policies and City Priorities

4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. This is reflected within the annual report. In moving forward, Council has also asked Scrutiny to act as a 'critical friend' to their respective Partnerships and undertake an assessment of how well the Partnerships are working, with particular focus on how well they have increased the pace of change and also more generally how they are tackling poverty and addressing inequality within Leeds.

4.4 Resources and Value for Money

4.4.1 This report has no specific resource implications.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no specific legal implications.

4.6 Risk Management

4.6.1 There are no risk management implications relevant to this report.

5.0 Conclusions

5.1 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 2011/12 annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. This report is appended for Council's information.

6.0 Recommendations

6.1 Council is asked to receive and note the annual report.

7.0 Background papers¹

- Council Constitution
- City Priority Plan 2011 – 2015

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Scrutiny at Leeds City Council

Annual Report 2011/12

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Foreword

On behalf of the Council's Scrutiny Boards, I have pleasure in presenting the 2011/12 Scrutiny Annual Report. This report summarises the achievements and contributions made by Scrutiny Boards over the last 12 months in helping Leeds to fulfil its vision to be the best city in the UK.

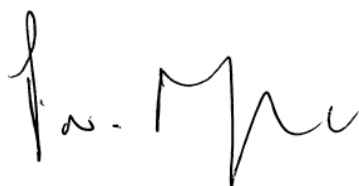
In May 2011, Council recognised the need for Scrutiny to become more strategic and outward looking and decided to align the Scrutiny Boards with the Local Strategic Partnerships. In doing so, Council also tasked Scrutiny Boards with undertaking specific reviews linked to the City Priority Plans of their respective Partnerships. 17 such inquiries were identified and 15 have been completed.

This year, the focus remains on partnership scrutiny. With the City Council becoming less of the traditional provider of services, scrutiny and accountability will remain an important function for elected Members. The Council's Scrutiny Boards are uniquely placed to evaluate how well public services are being delivered and how they could be improved. Elected Members, through the Scrutiny process, have enabled the voice and concerns of the public to be heard and have helped drive service improvement, ensuring the quality of services, whether provided in-house or externally, are the best they can be. With this in mind, Council has asked Scrutiny to act as a 'critical friend' to their respective Partnerships and undertake an assessment of how well the Partnerships are working, with particular focus on how well they have increased the pace of change and also more generally how they are tackling poverty and addressing inequality within Leeds.

During 2012/13, other key areas for Scrutiny relate to the new policing reforms and the transition towards a new public health system. With the arrival of an elected West Yorkshire Police and Crime Commissioner in November 2012, Community Safety Partnerships are expected to develop robust business plans to reflect their local community safety priorities. Scrutiny will therefore have a key role in supporting the development of this local business plan and also in forging strong links with the new West Yorkshire Police and Crime Panel.

In preparation for local authorities becoming responsible for commissioning public health services from April 2013, Scrutiny also has a role in working with the Health and Wellbeing Board to ensure that there is clarity on how the NHS and the different service areas across the Council will work collectively in achieving the desired public health outcomes for the residents of Leeds.

This annual report also reflects on the development of Scrutiny over the last 12 months and identifies further key actions to aid continuous improvement.



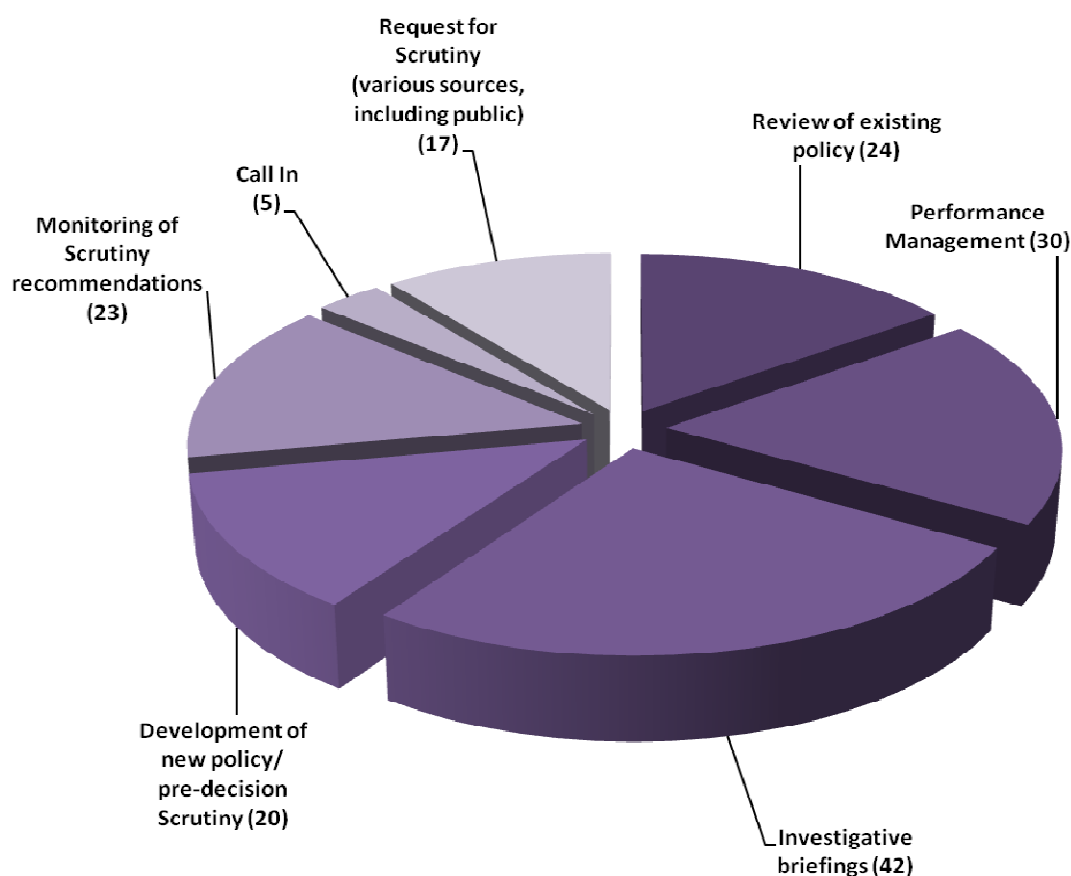
Peter Marrington
Head of Scrutiny and Member Development

Summary of work and Publications 2011/12

Summary of Scrutiny Work in 2011/12

This section provides an analysis of the work undertaken by scrutiny over the last 12 months. The chart below represents the type and proportion of work that the Scrutiny Boards have done this year.

Type and total number of Scrutiny work items in 2011/12



Scrutiny Boards remain autonomous in determining their work programmes and are therefore responsible for ensuring that items of scrutiny work come from a strategic approach, as well as a need to challenge service performance and respond to issues of high public interest. This is complemented by more traditional areas of work, which include performance management and recommendation tracking.

The good practice of working closely with Executive Members in identifying potential areas of scrutiny work has continued to be embraced by the Scrutiny Boards over the last few years. In addition, the numbers of requests for scrutiny have also continued to increase from a variety of different sources, including the public. Whilst such requests have prompted initial investigative briefings, these have often led to more detailed reviews of service delivery or policy being undertaken.

Scrutiny also continues to have an important and legitimate role to play in the development of new policy and ‘pre-decision scrutiny’. During 2010/11, there was a notable increase in the proportion of work undertaken by scrutiny in relation to the development of policy and influencing Executive decision making (22% of the overall workload compared to 9% the previous year). This trend has not continued during 2011/12 and therefore has been identified as a key action area for 2012/13.

Scrutiny Boards generally undertake at least three in-depth inquiries a year. These lead to cross party agreement in recommending actions aimed at driving service improvement. Such recommendations are then regularly monitored by the Scrutiny Boards in order to evaluate progress and their overall impact.

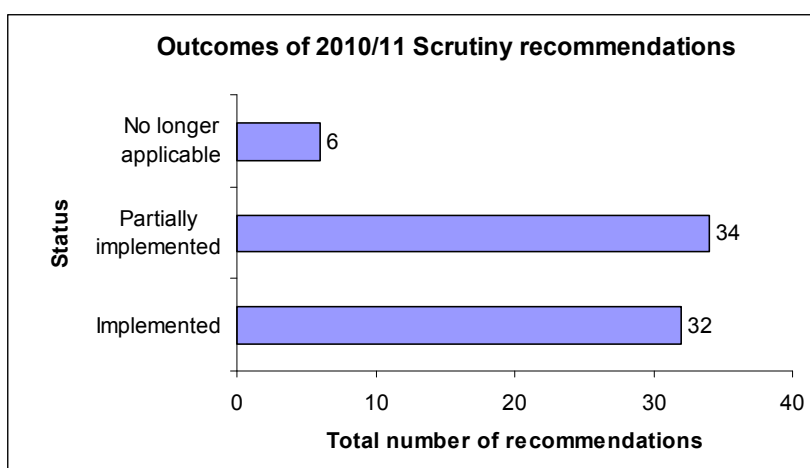
Final Inquiry reports published by the Scrutiny Boards in 2011/12

- Review of Children’s Congenital Cardiac Services
- Affordable Housing by Private Developers
- Services for Children with Disabilities, Special Educational Needs and Additional Health Needs – Inquiry into Service Redesign
- Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities
- The Engagement of Young People in Culture, Sporting and Recreational Activities
- External Placements
- Housing Growth
- Improving School Attendance
- Private Rented Sector Housing
- Fuel Poverty
- Employees’ Declaration of Interest
- Reducing Smoking in Leeds

Outcome of recommendations made by Scrutiny in 2010/11

A key element of the Scrutiny Boards’ work involves ongoing monitoring of recommendations arising from previous scrutiny reviews. A statistical analysis of the recommendations made by the Scrutiny Boards in the previous municipal year is produced, showing the outcome status of the recommendations after 12 months of monitoring.

The chart below shows the outcome status (as of May 2012) of all the scrutiny recommendations made during 2010/11.



Highlights and Achievements

A summary of the significant pieces of work undertaken by scrutiny over the last 12 months is presented below. This snapshot identifies the added value brought by scrutiny.

- **Challenging existing policy**

In June 2011, the Executive Board asked the **Regeneration Scrutiny Board** to consider the population and household projection information, including the land banking practices of developers, that will underpin the Core Strategy on housing growth. The Board put forward recommendations aimed at improving current processes and achieving a more robust and effective partnership with developers. Stemming from this inquiry, a further piece of work was undertaken to review the current position with regard to the provision of affordable housing by private developers. This led to a number of recommendations to the Executive Board which included a review of the Council's Affordable Housing Policy to reflect the current economic climate.

As part of its inquiry around health inequalities, the **Health and Wellbeing and Adult Social Care Scrutiny Board** added its weight to the growing body of evidence around the wider determinants of health and, therefore, health inequalities. As the Council will take over responsibility for public health from the NHS from April 2013, the Scrutiny Board highlight that, while there will undoubtedly be challenges during the transition, this also provided a unique opportunity for the Council and its partners to more consistently target services towards the most deprived communities to tackle the entrenched social inequalities that form the wider determinants of health.

The **Resources and Council Services Scrutiny Board** conducted a review to obtain an understanding of the current arrangements for the collection and recording of employees declarations of interest. This review set out to determine whether such arrangements were fit for purpose and to consider the merits of having a publicised register of officers' declarations of interests. This resulted in a public register of officer interests being developed.

During its inquiry into Private Rented Sector Housing, the **Safer and Stronger Communities Scrutiny Board** recognised that housing standards work remains primarily a demand led service, dealing with a significant volume of reactive complaints work. The Executive Board have accepted the recommendation that, in view of the longstanding issues faced by the Council in striving to achieve consistency in the quality of housing standards within this sector, the Council adopts a more proactive and targeted integrated management approach to enable more robust monitoring and regulation of this sector.

- **Influencing Executive Decision Making**

The **Safer and Stronger Communities Scrutiny Board** was asked by the Executive to consider and comment on the draft Leeds Housing Revenue Account Business Plan prior to it being approved. It reported its findings and

recommendations in November 2011, reinforcing the message that the success of the Leeds HRA Business Plan will be very much dependant on informed consultation and decisions being made to build an Asset Management Plan and supporting Financial Plan that will deliver the required aims and objectives.

The **Sustainable Economy and Culture Scrutiny Board** conducted an inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Skills Opportunities. With a focus on policy development, this inquiry led to the production and implementation of a Policy Framework and Charter for Employment and Skills Opportunities. Particular attention was also given to employment and skills obligations in planning and procurement, as defined by the Sustainable Economy and Culture Board, and the need for services to work more collaboratively to deliver a seamless and effective function.

The **Health and Wellbeing and Adult Social Care Scrutiny Board** issued observations to the Executive Board, having considered the outcome of public consultation around the future options for long term residential and day care services. The Scrutiny Board observations provided further assurance and helped inform the Executive Board's consideration of the report '*Better lives for Older People: Future Options for Long Term Residential and Day Care Services*'.

• Holding the Executive to Account

The Call In process provides the facility for Scrutiny Board Members to require a decision taker to reconsider a decision. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented.

The Call In facility was used on five separate occasions during 2011/12. These related to the following decisions:

1. Review of Parking Fees (July 2011)
2. Beckett Park Building, Foxcroft Close LS6 3NT – Internal Refurbishment Works (November 2011)
3. Waste Solution for Leeds - Residual Waste Treatment PFI Project (November 2011)
4. Three Year Grants to Cultural Organisations (April 2012)
5. Annual Consultation on Admission Arrangements for September 2013 (April 2012)

All of the decisions above were released for implementation. However, as part of the scrutiny process, where particular issues had been identified as a consequence of the Call In, these were acted upon. For example, the Beckett Park Building Call In resulted in the **Resources and Council Services Scrutiny Board** recommending changes to the officer delegation scheme for capital projects to provide greater clarity in terms of who is the responsible service officer making the decision. Changes were also made to require officers to clearly explain how Members were consulted as part of the decision making process. The standard of delegation decision reports has also been improved to match the level of standard expected for Executive Board reports.

- **Championing Collaborative Working**

Collaborative working continues to be a key theme running throughout many of the scrutiny inquiries, reinforcing the need for greater partnership scrutiny. Particular examples of scrutiny inquiries where this has been a key issue are set out below.

The **Safer and Stronger Communities Scrutiny Board** conducted an in-depth inquiry into fuel poverty. This inquiry involved a wide range of local services and organisations, reinforcing the complexity of this issue and prompting the Scrutiny Board to make recommendations aimed at raising the profile of fuel poverty amongst key partners and identifying how the Council and its partners can work more collaboratively to achieve greater efficiencies and better outcomes for those at risk of fuel poverty.

The **Resources and Council Services Scrutiny Board** conducted an analysis of the Contact Centre resulting in clear recommendations about its future funding, anticipating service failures and the consequential increase in Contact Centre activity, but also reinforcing the need to develop better working relationships between Directorates and the Contact Centre.

The **Health and Wellbeing and Adult Social Care Scrutiny Board** considered a range of information relating to the changing nature and transformation of Health and Social Care Services in Leeds. The final report recognised the significance of some of the challenges facing organisations involved across Leeds' local health and social care economy and acknowledged some of the good work and proposals around service integration. However, the Scrutiny Board also identified some potential improvements around governance arrangements and the presentation of clear information, while highlighting areas where further information was needed on the full impact of some proposals.

- **Leading on Regional Scrutiny**

In March 2011, a **Joint Health Overview and Scrutiny Committee** was established to respond to the national review and consultation around proposals for the organisation and delivery of Children's Cardiac Surgery Services. This Joint Committee was led and supported by Leeds City Council, but drawing membership from across the region.

In October 2011, the joint committee submitted a comprehensive report on the proposals, which highlighted a number of areas that required further consideration and included a number of recommendations – including an alternative model of designated surgical centres. In summary, the joint committee's view was that any future model of designated surgical centres that does not include a centre in Leeds will have a disproportionately negative impact on the children and families across Yorkshire and the Humber.

The joint committee's report has been recognised as the most thorough and comprehensive scrutiny response submitted in response to the national review and options put forward for . The work of the joint committee continues, with a final decision on the future service model and configuration of services expected on 4 July 2012.

- **Enabling the voice and concerns of the public to be heard**

Increasing the level of public/service user participation in the work of the Scrutiny Boards remains a continual key action area. Numerous requests for scrutiny from external sources, including the public, are received. The Scrutiny Boards also continue to give due consideration to the involvement of service users and the public when undertaking pieces of scrutiny work. Examples of where this has taken place are set out below.

The **Health and Wellbeing and Adult Social Care Scrutiny Board** conducted an investigation into the provision of services for the blind and visually impaired across Leeds. This followed a request for scrutiny and subsequent deputation to Council. The investigation included a site visit, discussions with service users, and other meetings that also included direct input from service users. The involvement of service users enable the Scrutiny Board to identify physical improvements to some building facilities, in addition to establishing and maintaining effective 'peer support' and 'peer learning' opportunities for service users.

The **Sustainable Economy and Culture Scrutiny Board** undertook an inquiry on how the Council engages with young people in culture, sporting and recreational activities. In doing so, evidence was gathered from young people, aged between 8 – 18 years. Their openness about existing facilities enabled the Board to identify where and how service improvements can be made.

Following a review last year on the future of Leeds Kirkgate Market, the **Regeneration Scrutiny Board** continued to track progress on the development of the Market. In doing so, the Board invited representatives of the National Market Traders' Federation and Kirkgate Market to numerous public Board meetings and also visited the Market to engage with the Market Traders directly.

The NEET inquiry conducted by the **Children and Families Scrutiny Board** involved speaking to numerous young people undertaking courses at Igen and Leeds City College, as well as head teachers and cluster managers.

The **Regeneration Scrutiny Board** continued to work with the Development Directorate in pursuing a way forward for public hire taxis provision at Leeds Bradford International Airport. In doing so, the Board ensured that the taxi drivers were given the opportunity to raise their particular issues with the Board on a number of occasions.

- **Developing innovative methods of evidence gathering**

Scrutiny Board Members continue to explore innovative methods of gathering evidence for scrutiny work, with the emphasis on conducting more 'primary research' and making better use of external data sources and seeking out best practice elsewhere. Examples of the evidence gathering methods used are set out below.

The **Children and Families Scrutiny Board** adopted the 'case study' method again as part of its inquiry into improving school attendance. Two areas of the city were identified and half of the Board membership went to each area to gather evidence.

In both areas, Members had the opportunity to talk to local practitioners and undertake additional visits in smaller groups, including meeting local people, before reconvening for a round table discussion with senior officers.

The **Regeneration Scrutiny Board** made use of the Council's telecommunication technology to conduct a teleconference between Members of the Scrutiny Board and representatives of Clydesdale Bank PLC as part of its inquiry into affordable housing by private developers. The success of this meeting led the Board to conclude that such an approach should be considered for future scrutiny reviews as this is an efficient and cost effective method of facilitating long distance communication.

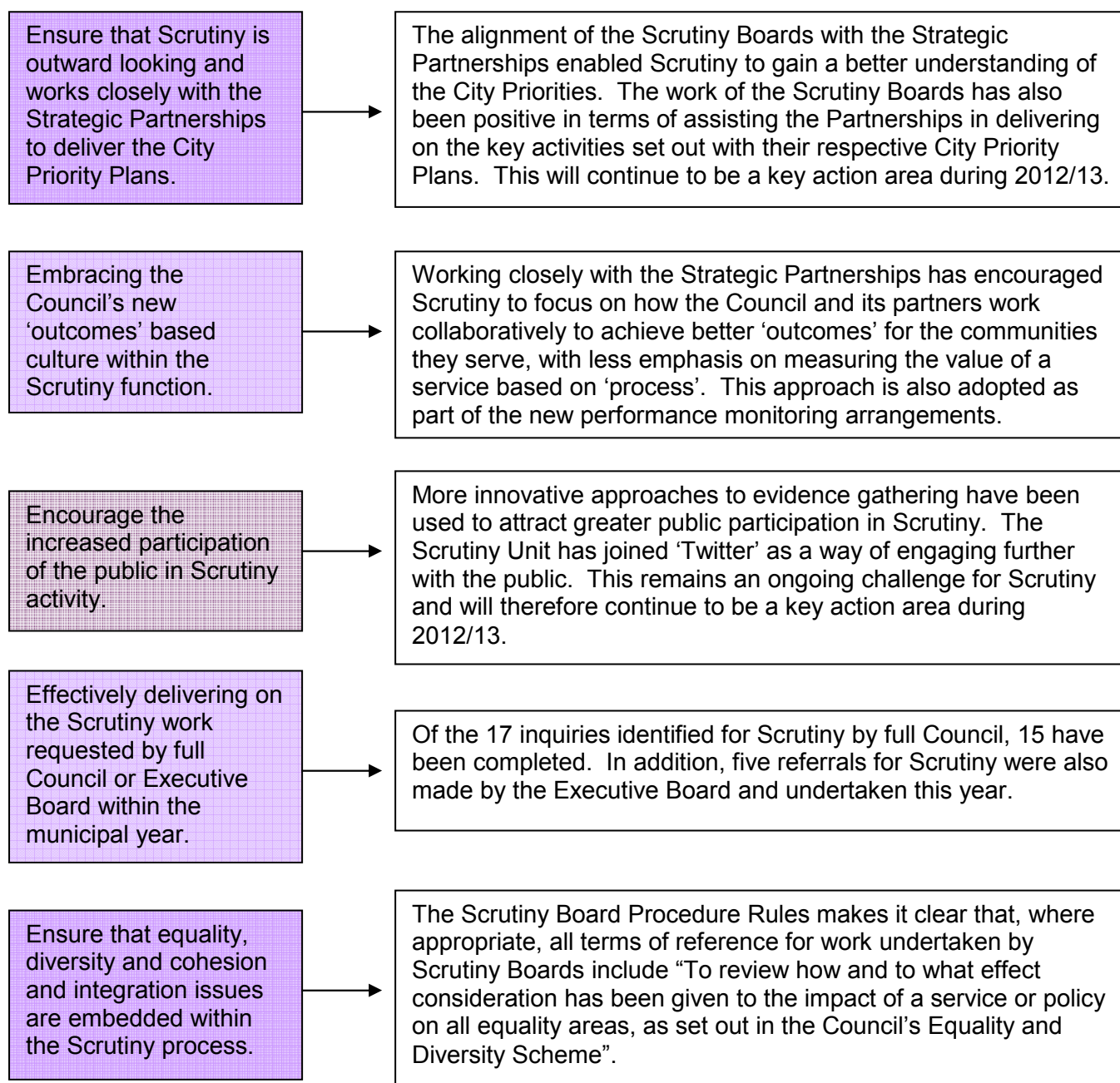
A popular alternative approach to the formal Board meeting continues to be the use of working groups. This method provides greater flexibility in arranging evidence gathering sessions and also provides a more informal setting. This has proved invaluable when engaging with particular groups, such as young people. During 2011/12, this method of evidence gathering was used on 49 occasions by the Scrutiny Boards.

Reflecting on the Year and Planning for the Future

It is vital that we reflect on the experience of past scrutiny activity in order to identify best practice and also continue to improve the way that scrutiny operates in Leeds. Last year we identified a number of key action areas to help develop the scrutiny function. Progress made in delivering these key action areas is summarised below.

Key Action Areas 2011/12

Progress



Developing Scrutiny

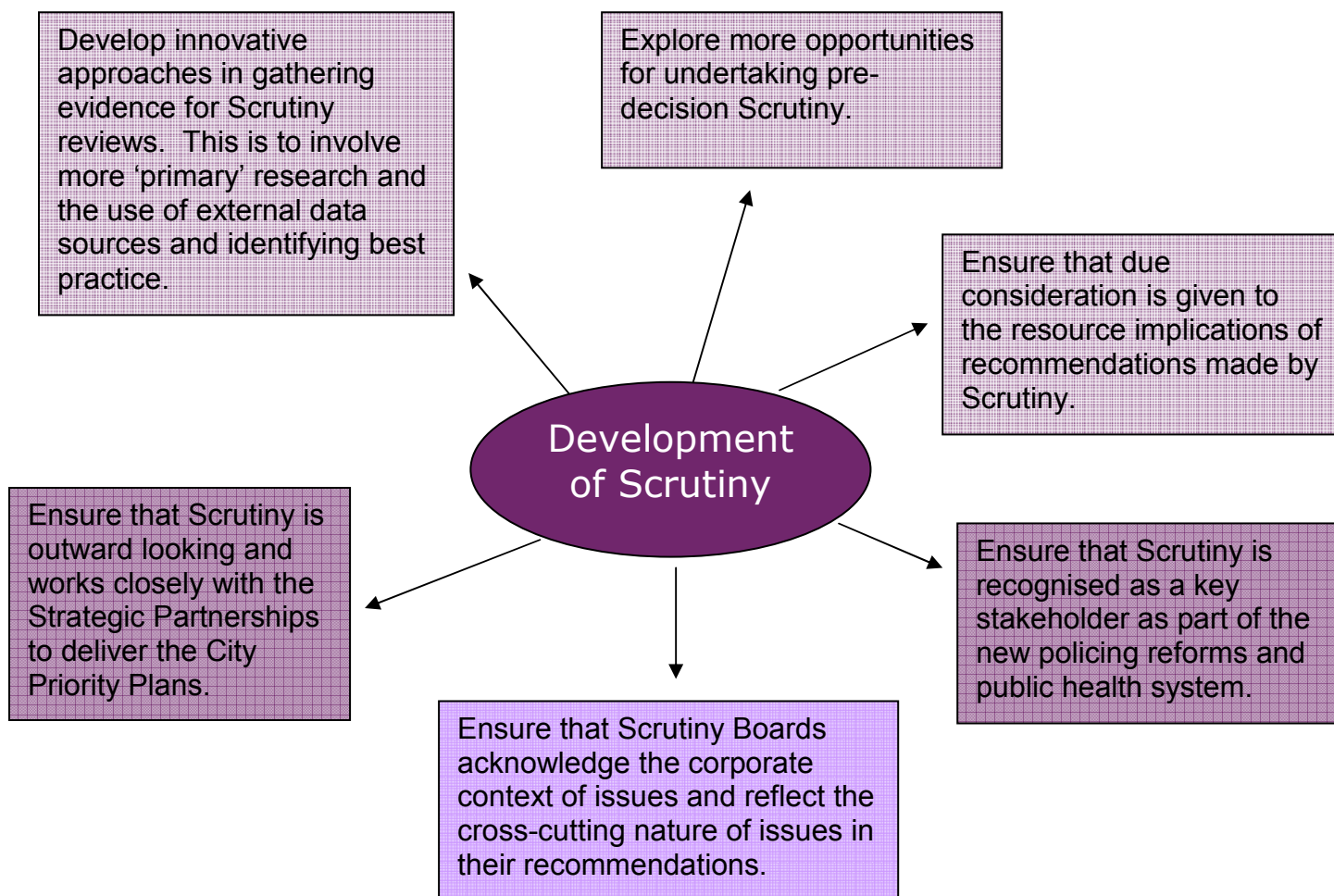
As always a key focus remains on ensuring that scrutiny is a worthwhile process for elected Members and adds value to the running of the Council.

As has been our practice in previous annual reports, we have published an action plan for the coming year identifying our key development areas.

The actions shown below are not an exhaustive list and a number of actions from previous years will continue to be progressed.

Our goals this year include

Key Action Areas 2012/13



For those with access to the internet, further information on scrutiny is also available at www.leeds.gov.uk/scrutiny. This site includes information about each Scrutiny Board and links to the meeting papers and minutes. A list of all final reports since 1999 can also be found on our website.

You can also follow us on Twitter: @scrutinyleeds for updates and links to useful information.

Report of the Chief Officer Democratic & Central Services

Report to Council

Date: 11th July 2012

Subject: Members Allowances

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. To consider the report of the Independent Remuneration Panel (IRP).

Recommendations

2. To approve the recommendations of the Independent Remuneration Panel report and to agree the changes to the Members' Allowance Scheme.

1 Purpose of this report

- 1.1 This report advises Council of the receipt of a report from the Independent Remuneration Panel and asks Council to make a number of changes to the Members' Allowances Scheme.

2 Background information

- 2.1 Council is required to determine a Members' Allowances Scheme, having regard to recommendations from an Independent Remuneration Panel.
- 2.2 In determining or varying its Members' Allowances Scheme, Council may modify, accept or reject any such recommendations from the Independent Remuneration Panel as it considers appropriate.

3 Main issues

- 3.1 Council is advised that the Independent Remuneration Panel has published a report, a copy of which is attached

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 All Group Whips

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 No specific considerations

4.3 Council policies and City Priorities

- 4.3.1 No specific considerations

4.4 Resources and value for money

- 4.4.1 Implementing the recommendations of the Independent Remuneration Panel report can be achieved within the existing budget for 2012/13

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 No specific considerations

4.6 Risk Management

- 4.6.1 No specific considerations

5 Conclusions

- 5.1 The Independent Remuneration Panel has made a number of recommendations for changes to the Members' Allowance Scheme.

6 Recommendations

- 6.1 Council is asked to consider the recommendations of the Independent Remuneration Panel as detailed in the attached report.
- 6.2 Council is asked to authorise the City Solicitor to make any consequential changes to the Members' Allowances Scheme.

7 Background documents¹

- 7.1 Report of Panel on Members' Allowances June 2012

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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LEEDS CITY COUNCIL

Report of Panel on Members' Allowances

June 2012

INTRODUCTION

1. The Independent Panel on Members' Allowances was appointed by the Council to make recommendations on Members' Allowances in accordance with the relevant Regulations and the Government's statutory guidance. The Panel now consists of Sir Rodney Brooke CBE DL (Chair), Dave Fortune, Matthew Knight and Carolyn Lord.
2. The Panel issued its first report in May 1999. It updated its recommendations in October 2002 following new Government guidance. The Council adopted those recommendations with modifications. In subsequent reports the Panel has made further recommendations which again have been accepted, in some cases with modifications.
3. In the current financial crisis, the Council has applied financial discipline to the members' allowances scheme. Since 2010 there has been no increase in members' allowances. Indeed during the Municipal Year 2011/12, Members approved a proposal to take a 3% reduction on all Special Responsibility Allowances over the value of £7k pa. The Council intends this reduction to continue for the year 2012/13.
4. The reduction in members' allowances takes place at a time when the burden on councillors is increasing. The Localism Act 2011 will prompt the need for greater engagement with their communities, as will the transfer of responsibility for public health to the Council. New means of communication increase the pressures on members: constituents expect an instant response. The scale of welfare reform will pose a significant challenge to councillors as they grapple with the problems of their constituents. We hope that these demands will be recognised when the nation has emerged from the current financial crisis.
5. There are a number of changes to the political structure of the Council as a result of which it now seeks the advice of the Independent Remuneration Panel (IRP), viz
 - Membership of the Police and Crime Panel whose Members will be drawn from the five West Yorkshire local authorities

- An additional Deputy Executive Member to support the new Health and Well Being portfolio
- An additional Deputy Executive Member with responsibility for Financial Inclusion
- Recognition of the additional workload being faced by members of the Licensing Panel in the 2012/13 year
- Establishment of a Standards and Conduct Committee and the appointment of an independent person.

MEMBERSHIP OF THE NEW POLICE AND CRIME PANEL

6. A new Police and Crime Panel (PCP) has been created by the Police Reform and Social Responsibility Bill, which received Royal Assent on September 15th 2011.

The main provisions of the Act are:

- the replacement of Police Authorities by directly elected Police and Crime Commissioners (PCCs)
- the introduction of PCPs to scrutinise the PCCs' decisions and actions and assist them in carrying out their functions
- the reallocation of funding from Community Safety Partnerships (CSPs) to the PCC.

Formally established in May 2012, the West Yorkshire Police and Crime Panel will be a completely new body and will operate as a joint committee with members from the five West Yorkshire local authorities. Wakefield City Council will be the lead authority and Leeds City Council will have three positions on the PCP.

7. The role of the PCC will be to:
- secure an efficient and effective police force for its area
 - appoint the Chief Constable and hold him or her to account
 - produce a five year Police and Crime Plan
 - set the annual force budget and police precept
 - produce an annual report setting out progress against the Police and Crime Plan
 - allocate crime and disorder reduction grants to any organisation or person in their force area
 - decide how much funding is spent on policing and how much funding is spent on community safety services (if any.)

8. The PCP members will be responsible for scrutinising the PCC's decisions and actions and assisting him or her in carrying out his or her functions. They have the power to:
 - require the commissioner, a member of his or her staff or the chief constable to attend the panel;
 - veto the commissioner's proposed precept if 2/3 of the PCP agree to do so;
 - veto the commissioner's proposed appointment of a Chief Constable if 2/3 of the PCP agree to do so;
 - review the PCC's draft police and crime plan;
 - review the commissioner's annual report;
 - hold confirmation hearings for the PCC's proposed chief executive, chief finance officer and deputy PCC; and
 - deal with any complaints made about the PCC.
9. The work of the PCC, and thus the PCP, is likely to have an extremely high profile as the PCCs will be accountable for the operation of the police force within their areas. As the PCP is legally bound to deal with any non-criminal complaints about the PCC, this also means the PCP will attract a significant degree of public interest. The meetings of the PCP are in public and as the PCC is legally obliged to attend all PCP meetings, if invited, this means media coverage of PCP meetings is extremely likely.
10. To date, there are seven meetings of the PCP scheduled between June 2012 and April 2013 (four shadow and three formal) as well as three separate training sessions. All meetings will last for three hours and additional meetings may have to be scheduled, eg. to finalise the precept. It is anticipated there will be one sub-committee which focuses on complaints against the PCC but further sub-committees may have to be set up when the workload of the PCP is clearer.
11. The workload of PCP members is likely to be equivalent to that of a scrutiny chair. The average payment for this role across the five authorities is £11,716. We have been advised by the Lead Authority that Leaders have agreed that paying all PCP members the same allowance is the preferred approach in the interests of fairness. Leaders have also agreed that allowances for PCP members will not commence until November 2012 as the PCP does not have any legal responsibilities until the PCC has been elected on November 22nd.
12. We believe that this proposal is eminently sensible and accordingly **recommend that the three Leeds City Council members of the West Yorkshire Police and Crime Panel receive a special responsibility allowance of £11,716.**

DEPUTY EXECUTIVE MEMBERS

13. In its report of June 2011, the Panel approved the creation of two roles of Deputy Executive Member with a recommended Special Responsibility Allowance of £11,386.98 pa.
14. At the Council's Annual Meeting in May 2012, Council approved the addition of a new portfolio to deal with responsibilities for health and wellbeing. This is a major new function for the Council. The proposed Executive Member for Health and Wellbeing will have political oversight of the following principal areas of Council activity:

- Health services across the city
- Public health functions
- Health and wellbeing board
- Health services as they relate to adults
- Health services as they relate to children

In addition, the Executive Member will also act in a Cross-Cutting Champion role in the delivery of a healthy city for everyone who lives, visits or works here and will represent the Council on key inter-sector and inter-authority partnerships.

15. The Administration believes that the number of partnership bodies involved and the extent and cross-cutting nature of this new portfolio, are such that an additional Deputy Executive Member will be required in order to deputise for and assist the Executive Member in relation to the functions identified. We agree and **recommend that a Special Responsibility Allowance of £11,386.98 be made in respect of an additional post of Deputy Executive Member for Health and Wellbeing.**
16. The current scale of welfare reform poses a significant challenge to the Council, both in terms of managing the additional financial risk at a time of substantial budget cuts and in ensuring that those affected by the changes are suitably prepared and supported. The Council therefore proposes to establish a time limited post of Deputy Executive Member with responsibility for financial inclusion, working directly to the Leader and Executive Board members. The Deputy Executive Member will be responsible for
- developing and implementing communication strategies to ensure that those facing a reduction in financial support are prepared and aware of advice available;
 - working with officers in all departments to ensure wider City Council priorities (such as strengthening families) are not undermined as a consequence of implementing national policy;

- working in a cross-cutting capacity to ensure a cohesive Council response to the changes;
- co-ordinating efforts to identify ways in which Council resources can be maximised in order to deliver targeted support to priority groups within limited budgets;
- identifying ways of working with communities to prevent destabilisation or fragmentation; and
- liaising with colleagues and partner organisations to ensure that those financially or socially at risk are identified and supported.

17. **We recommend that a special responsibility allowance of £11,386.98 be paid to a further Deputy Executive Member for Financial Inclusion and that the payment be reviewed in twelve months' time.**

ADVISORY MEMBERS OF THE EXECUTIVE BOARD

18. In previous reports circumstances prompted the Panel to recommend provision in the Members' Allowances Scheme for the payment of special responsibility allowances to two Advisory Members of the Executive Board. These positions have not been filled and the Panel now **recommends that the payment of special responsibility allowances to two Advisory Members of the Executive Board be deleted from the Members' Allowances Scheme.**

ADDITIONAL WORKLOAD FOR LICENSING COMMITTEES IN 2012/13

19. During the municipal year 2012/13 the Licensing Committee will undertake a number of functions related to but over and above its normal business. By the Licensing Act 2003 the maximum number of members of the Committee is 15. The full licensing committee meets twelve times per year. The majority of business is conducted by Licensing Sub-Committees. Licensing Sub-Committees are created by the Committee from amongst its membership to deal with hearings required under the Licensing Act 2003, the Gambling Act 2005 and other miscellaneous hearings in relation to sex establishments and taxi licensing.
20. The bulk of the work carried out by sub-committees relates to hearings under the Licensing Act 2003. Five sub-committees have been created, each consisting of three members as required under the legislation. These sub-committees sit on a Monday morning on a rota basis. Members of the Licensing Committee therefore have a minimum commitment to attend twelve meetings of the full Committee and one sub-committee every five weeks on a Monday morning. The Monday morning sub-committees have an agenda ranging between one and four applications and frequently last two to three hours. In addition to this, reviews of licences can be requested, usually by West

Yorkshire Police, West Yorkshire Trading Standards or Environmental Health, but occasionally by members of the public. These reviews require a single item agenda sub-committee. These can sometimes be accommodated on the Monday rota, but often require a sub-committee to be convened for an additional hearing.

21. During the municipal year 2012/13 there are two additional matters which will be dealt with by the Sub-Committees and which will considerably impact on the workload of members of the licensing committee. The first is the re-licensing of lap-dancing venues (sexual entertainment venues or SEVs), where the Council has adopted the revised provisions of Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 requiring venues that provide sexual entertainment to apply for a licence under that Act rather than under the 2003 Act as was previously the case. These amended provisions were brought in to give local authorities greater control over the numbers and locations of such venues than was possible under the 2003 Act. As a result of the adoption of those provisions all existing venues have to apply to be re-licensed. The legislation requires that all of the applications be heard together and that decisions be made at the same time. Arrangements have been made for this re-licensing hearing to take place between 11 and 15 June 2012. The matter will be considered by a sub-committee and therefore it is essential that the same three sub-committee members hear all the applications and must set aside a week of time to do so. The members undertaking this duty will also require additional training and this is scheduled to take place for the equivalent of two full days.
22. The second additional matter falling within the municipal year 2012-13 is the licensing process for the large casino for Leeds. To deal with this, a sub-committee is scheduled to hear applications between 16 and 23 July 2012. There are five applications to be heard. The Sub-Committee (consisting of three members) which deals with the casino must hear all the applications and give its decisions during that period and so the members on the Sub-Committee must commit to a full week of hearings. The same training arrangements are in place requiring a further two days commitment to undergoing training before completing the process. The procedure rules require the Sub-Committees to have a quorum of three and therefore two substitute members have been appointed for each of the special sub-committees – so that five members must set aside time for the hearings and training on each occasion.
23. Throughout this period the Licensing Sub-Committees will continue to deal with their ordinary business. Therefore the remaining five members of the Sub-Committee, who are not on either the SEV or the large casino Sub-Committees (members or substitutes), will need to keep the ordinary business of the Committee and Sub-Committee running.

24. In May 2005, a similar issue arose. We then recommended that a 'flat rate' payment could be made to Licensing Committee members to reflect the increased attendance that was required in order to deal with the additional workload. The calculation was based on accumulations of five days additional attendance and the amount was the equivalent of the statutory co-optees' allowance (£513 in 2005). That recommendation was solely to reflect the increased workload and was therefore confined to the Municipal Year 2005/06.
25. We believe that this is an appropriate precedent. The 2012 equivalent flat rate, based on the allowance for statutory co-optees, is £578.12. We therefore **recommend that a special responsibility allowance of £578.12 be paid to each Member allocated to the SEV Sub-Committee and to the large casino Sub-Committee.**

ESTABLISHMENT OF A STANDARDS AND CONDUCT COMMITTEE

26. The Localism Act 2011 requires a relevant authority to promote and maintain high standards of conduct by members and co-opted members of the authority. As part of this duty a relevant authority must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

The code of conduct must set out the authority's requirements for the registration and disclosure of pecuniary and non-pecuniary interests.

27. Where a complaint is made that Members have:
- failed to notify the Monitoring Officer of a disclosable pecuniary interest within 28 days;
 - taken part in the discussion or vote on a matter in which they have a disclosable pecuniary interest, or failed to disclose such an interest to a meeting which is not included on the register; or
 - knowingly or recklessly provided false or misleading information in relation to their pecuniary interests,

the handling of the complaint will be the responsibility of the Police. For other complaints the Council must put in place arrangements under which written allegations that a member has not complied with the authority's code of conduct, can be considered, and decisions taken. This includes allegations against parish councillors in their area.

28. DCLG have advised that the standards and conduct arrangements will commence on the 1st July 2012. Officers are currently working to a timetable linked to approval of the new arrangements at the Annual Council meeting, and for those arrangements to be effective from the 1st July 2012. As part of these new

conduct arrangements the Council has established a Standards and Conduct Committee. It will have two main, and distinct, roles and responsibilities:

- responsibility for functions conducive to fulfilling the authority's duty to promote and maintain high standards of conduct amongst its members and co-opted members; and
- responsibility for functions in relation to receiving and considering written allegations of misconduct against City and Parish Councillors, and making recommendations for appropriate action to full Council, Group Whips, or the Leader.

29. The committee has powers to enable a finding of whether or not there has been a failure to comply with the Members' Code of Conduct and to make recommendations to others in respect of the complaint. A list of sanctions, derived from advice provided to the Association of Council Secretaries and Solicitors by Mr Clive Sheldon QC is as follows:

- a formal letter to the Councillor found to have breached the Code from the Chair of the Standards and Conduct Committee;
- formal censure by a motion of the full Council; and
- removal by the authority of the Member from Committee(s) subject to statutory and constitutional requirements.

30. The role of Chair is likely to involve formal activities and informal work outside the formal committee meeting setting – specifically to help embed the new standards and conduct framework. We believe that this role will be equivalent to that undertaken by the Chair of the former Standards Committee and the Corporate Governance and Audit Committee and that it would be appropriate to reward it similarly. We therefore **recommend that the Chair of the Standards and Conduct Committee receive a Special Responsibility Allowance of £7,190.80.**

Independent Person

31. Under the Localism Act 2012 the authority is required to appoint at least one Independent Person. This role is very different to the previous role of Independent Members (whose services attracted a co-optees' allowance of £2,397.21) of the Standards Committee, but is potentially no less demanding.

32. The role of the Independent Person is fundamentally advisory: giving an informal view to a member the subject of a complaint and, where needed, providing a formal view to the Standards and Conduct Committee prior to its reaching a finding as to whether a Member has failed to comply with the Council's Members' Code of Conduct.

33. Appointment to this role requires approval by the full Council. It is obviously sensible to make such an appointment on a standing basis, at least for the first year so that an assessment can be made of the possible workload. We **recommend that a retainer of £2,500 be paid to the Independent Person and that the matter be reviewed in 12 months time.**

ANNUAL UPDATING OF ALLOWANCES

34. The Members' Allowances Scheme makes provision for the annual updating of basic, special responsibility, co-optees' and dependants' (children) carers' allowances in line with the headline pay increase negotiated through the National Joint Committee for Local Government Employees (or equivalent); for the annual updating of dependants' (other than children) carers' allowance in line with the rate paid by the Department of Adult Social Care; and for the annual updating of travel and subsistence allowances in accordance with the rates claimable by officers. The indexation is currently recommended to continue until June 2013 or until an earlier review by the IRP.
35. We **recommend that the current indexation scheme continue for four years from the date of this report**, the maximum period permissible allowed by Regulation 10(5) of the Local Authority (Members' Allowances) (England) Regulations 2003.

RECOMMENDATIONS

- (a) **the members of the West Yorkshire Police and Crime Panel should receive a special responsibility allowance of £11,716;**
- (b) **a special responsibility allowance of £11,386.98 should be paid to a Deputy Executive Member for Health and Wellbeing;**
- (c) **a special responsibility allowance of £11,386.98 should be paid to a further Deputy Executive Member for Financial Inclusion and that the payment be reviewed in twelve months time;**
- (d) **the payment of special responsibility allowances to two Advisory Members of the Executive Board should be deleted from the Members' Allowances Scheme;**
- (e) **a special responsibility allowance of £578.12 should be paid to each Member allocated to the Sexual Entertainments Venues Sub-Committee and to the large casino Sub-Committee;**

- (f) the Chair of the Standards and Conduct Committee should receive a Special Responsibility Allowance of £7,190.80;**
- (g) a retainer payment of £2,500 should be paid to the Independent Person and that the matter be reviewed in 12 months time; and**
- (h) the current indexation scheme should continue for four years from the date of this report.**

Rodney Brooke (Chair)
Dave Fortune
Matthew Knight
Carolyn Lord

15 June 2012

Report of the City Solicitor

Report to Full Council

Date: 11th July 2012

Subject: New standards arrangements under the Localism Act 2011

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: n/a Appendix number: n/a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. On the 6th June 2012 Grant Shapps, the Minister of State at the Department for Communities and Local Government signed The Localism Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012. The Order stipulates the date on which various provisions of the Localism Act come into force. These include provisions in respect of the Authority adopting a Members' Code of Conduct, putting in place arrangements for the receipt and consideration of complaints, and making Standing Orders – all of which commenced on the 7th June 2012.
2. A consequence of the way in which the Order has been drafted is that there is some doubt as to whether the decision of Council made at the Annual Council Meeting is valid. These concerns have been raised with DCLG, and, whilst DCLG have stated that - "it is entirely reasonable for Leeds to proceed with the decision taken on 21 May" - there is some residual risk of challenge that the arrangements have not been approved in accordance with the Order.
3. Therefore the purpose of this report is to ask that Council ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011. The arrangements previously agreed by Council, and presented for ratification in this report are as follows:
 - A Members' Code of Conduct (now updated following Regulations which define a disclosable pecuniary interest) – at Appendix 1
 - Terms of Reference for a Standards and Conduct Committee – at Appendix 2

- Procedure Rules for the handling of complaints that a Member may have failed comply with the Code of Conduct – at Appendix 3

Recommendations

4. Full Council is asked to ratify the arrangements previously agreed at the Annual Council Meeting and attached as appendices 1, 2 and 3.

1 Purpose of this report

- 1.1 The purpose of this report is to ask that Council ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011.

2 Background information

- 2.1 The Localism Act 2011 (the Act) requires a relevant authority to promote and maintain high standards of conduct by members and co-opted members of the authority. As part of this duty a relevant authority must adopt a code of conduct dealing with the conduct that is expected of members and co-opted members of the authority, make arrangements for how allegations of a failure to comply with the code can be investigated, and formulate standing orders.
- 2.2 Members will recall that the Annual Council Meeting, on the 21st May 2012, approved arrangements to enable the authority comply with these duties and the Government's timetable for commencement on the 1st July 2012.

3 Main issues

- 3.1 Since the Annual Council Meeting Grant Shapps, the Minister of State at the Department for Communities and Local Government, has signed The Localism Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012. The Order stipulates the date on which various provisions of the Localism Act come into force. These include provisions in respect of the Authority adopting a Members' Code of Conduct, putting in place arrangements for the receipt and consideration of complaints, and making Standing Orders – all of which commenced on the 7th June 2012.
- 3.2 A consequence of the way in which the Order has been drafted is that there is some doubt as to whether the previous decision of Council is valid. These concerns have been raised with the Deputy Director of Democracy at DCLG by the Head of Governance Services. In particular clarification has been sought as the wording of the Order suggests that Council had no powers (at the ACM) to adopt a Code of Conduct consistent with the requirements of the Localism Act, or to adopt arrangements for investigations to be carried out, prior to the day after the Order was made (i.e. prior to the 8th June).
- 3.3 The Deputy Director's office has replied as follows;

"I am pleased to note that Leeds City Council has moved ahead in adopting a new code of conduct in line with the provisions in the Localism Act 2011. I can assure you that it is not the intention of the provisions in Commencement Order 6

to render any decision taken on adopting a new code of conduct taken prior to the Commencement Order bringing the standards provisions into force ultra vires. Rather, while we considered that local authorities already had the power to, for example, adopt a new code of conduct in preparation for the new standards arrangements coming into force on 1 July, the commencement of certain parts of the Act prior to 1 July was intended to provide assurance for any local authorities that had not yet made preparations for the new arrangements by putting it beyond doubt that they could do so.

That being the case, it is entirely reasonable for Leeds to proceed with the decision taken on 21 May.”

3.4 Whilst providing some degree of reassurance, the City Solicitor’s view is that the assurance is not definitive and there remains a greater (though not great) risk of proceeding without the further ratification, by Full Council of the decision made at the Annual Council Meeting.

3.5 Therefore Council is asked to ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011. The arrangements previously agreed by Council, and presented for ratification in this report are as follows:

- A Members’ Code of Conduct (now updated following Regulations which define a disclosable pecuniary interest) – at Appendix 1
- Terms of Reference for a Standards and Conduct Committee – at Appendix 2
- Procedure Rules for the handling of complaints that a Member may have failed comply with the Code of Conduct – at Appendix 3

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Department of Communities and Local Government has been consulted on the implications of the Localism Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012 on decisions already taken by Full Council. Their response is included within this report.

4.1.2 The Leader of Council, the Chair of the Standards and Conduct Committee and City Solicitor have been consulted on issues raised and are supportive of seeking Council’s ratification of the decision made at the Annual Council meeting.

4.2 Equality and Diversity / Cohesion and Integration

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

4.2.2 Equality and diversity issues are addressed by the principles of selflessness, objectivity and leadership and by the associated explanations.

4.3 Council policies and City Priorities

- 4.3.1 The proposed new standards arrangements are consistent with the principles in the Code of Corporate Governance, particularly principle three “Good Conduct and Behaviour”.

4.4 Resources and value for money

- 4.4.1 There are no additional issues arising to those already considered by Council.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The wording of The Localism Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012 suggests that Leeds City Council had no powers to adopt a Code of Conduct consistent with the requirements of the Localism Act, or to adopt arrangements for investigations to be carried out, prior to the day after the Order was made. However, Leeds City Council agreed both a Code of Conduct and a ‘Procedure for handling complaints’ at the Annual Council Meeting on 21st May 2012, to come into force on 1st July 2012 (or whenever Chapter 7 of the Localism Act 2011 came into force).
- 4.5.2 Given the very unexpected wording of the Commencement Order, and the uncertainty of the validity of the Council’s previous decision that have subsequently arisen, views have been sought from the DCLG as to whether it is reasonable for the Authority to proceed with the decision taken on 21st May 2012, or, whether the decision needs to be retaken or ratified by full Council at some point following the day after the Commencement Order is made.

4.6 Risk Management

- 4.6.1 Whilst expressing support for the approach adopted by Leeds City Council, DCLG have been unable to provide an unequivocal assurance that the wording of the Commencement Order does not put at risk the validity of the decision taken at the Annual Council meeting.

5 Conclusions

- 5.1 In order to fully mitigate any risk of future challenge Full Council are asked to ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011.

6 Recommendations

- 6.1 Full Council is asked ratify the decision previously made at the Annual Council Meeting in relation to new conduct arrangements for Members under the Localism Act 2011. The arrangements previously agreed by Council, and presented for ratification in this report are as follows:
- A Members’ Code of Conduct (now updated following Regulations which define a disclosable pecuniary interest) – at Appendix 1
 - Terms of Reference for a Standards and Conduct Committee – at Appendix 2

- Procedure Rules for the handling of complaints that a Member may have failed comply with the Code of Conduct – at Appendix 3

7 Background documents¹

7.1 The Localism Act 2011

7.2 The Localism Act 2011 (Commencement No. 6 and Transitional, Savings and Transitory Provisions) Order 2012

7.3 The Relevant Authorities (Disclosable Pecuniary Interests) Order 2012

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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Leeds City Council Members' Code of Conduct

This Code applies to elected Members and voting co-opted Members of Leeds City Council in all aspects of their public life. This means that the Council expects Members to follow this Code when they are conducting the work of the Council, representing the Council on any external organisation, and otherwise acting in their official capacity. The Code of Conduct does not apply to what Members do in their purely private and personal lives¹.

Part One - Standards of Conduct

You must have regard to, and act in accordance with, the following standards of conduct²:

1. **Selflessness**

You should serve only in the public interest, and should never improperly confer an advantage or disadvantage on any person, organisation or group, or any other third party.³

2. **Honesty and Integrity**

You should not place yourself in situations where your honesty and integrity may be questioned, you should not behave improperly and should avoid the appearance of such behaviour.

3. **Objectivity**

You must make decisions based on the information before you, having had regard to any professional advice provided to you and in accordance with your view of the public interest.

You should make decisions on merit, this includes when making appointments, awarding contracts, or recommending individuals for awards or other recognition.

4. **Accountability**

You are accountable to the public for your decisions and actions and the manner in which you carry out your duties. You must co-operate fully and honestly with any scrutiny appropriate to your office.

You should not undertake any action which would bring the Council, your position, or the position of Members generally, into disrepute.

5. **Openness**

You must be as open as possible about your actions and those of the authority, and should be prepared to give reasons for those actions.

¹ When engaging in political activities such as canvassing for re-election Members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a Member's private and personal life.

² And in accordance with any supplementary guidance or protocols agreed by the authority from time to time.

³ This does not mean that Members are under any obligation to support or become involved in all requests for assistance from their constituents.

6. Leadership

You must promote and maintain high standards of conduct by supporting these principles by leadership and by example, and should act in a way that secures or preserves the confidence of others.

You must have due regard to the impartiality and integrity of the authority's statutory officers and its other employees⁴.

Part Two – Registration and disclosure of interests

Registration of Interests

7. Within 28 days of your election or co-option, you must notify the Monitoring Officer of any 'disclosable pecuniary interests' which you have at that time⁵.
8. Where you are re-elected or re-appointed, notification is only required of any new disclosable pecuniary interests within 28 days of your election or co-option.
9. You must keep your Register of Interests entry up to date by notifying the Monitoring Officer of any changes to your disclosable pecuniary interests within 28 days of the change occurring, or of you becoming aware of the change.
10. A pecuniary interest is a 'disclosable pecuniary interest' in relation to you if it is of a type described in Appendix 1, and either:
 - (a) it is an interest of yourself, or
 - (b) it is an interest of -
 - (i) your spouse or civil partner,
 - (ii) a person with whom you are living as husband and wife, or
 - (iii) a person with whom you are living as if you are civil partners, and you are aware that that other person has the interest.
11. You are also required to notify the Monitoring Officer of any gifts or hospitality with an estimated value of at least £50⁶ which you receive in your role as a Leeds City Councillor⁷. You must inform the Monitoring Officer of any such gifts or hospitality within 28 days of receiving them so that the details can be entered into the Register of Interests.⁸

⁴ Members may express themselves robustly in representing their, or their constituents' views, although where a Member engages in a sustained or systematic challenge of an employee which is unfounded or in any other way unreasonable, such conduct would fall within the scope of this code. However an unintentional remark, made in isolation, is unlikely to amount to a failure to comply with the code of conduct.

⁵ The Monitoring Officer must enter these interests into the Register of Interests, which will be made available for public inspection and published on the Council's website

⁶ This financial limit will be maintained in line with the definition of a donation to be declared by election candidates during local authority elections in England and Wales (as set out in Schedule 2A of the Representation of the People Act 1983).

⁷ This does not include civic gifts or hospitality received by the Lord Mayor of Leeds whilst acting in this capacity. Civic gifts are to be recorded in a separate register maintained by the Lord Mayor's office.

⁸ These details will be removed from the register two calendar years after they were added by the Monitoring Officer.

Sensitive interests

12. If the nature of an interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is made available for public inspection^{9 10}.

Disclosure of disclosable pecuniary interests at meetings

13. The following provisions apply if you are present at a meeting of the authority or of any committee¹¹, sub-committee, joint committee or joint sub-committee of the authority, and you are aware that you have a disclosable pecuniary interest in a matter to be considered, or being considered, at the meeting.
14. If the interest is not entered in the authority's Register of Interests, you must disclose the interest to the meeting (unless the interest is a sensitive interest).
15. If the interest is not entered in the authority's Register of Interests and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure.
16. Where the interest does appear in the Register of Interests, you must bring the interest to the attention of the meeting (unless the interest is a sensitive interest).
17. You may not:
 - (a) participate, or participate further, in any discussion of the matter at the meeting,
 - (b) participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation by the Standards and Conduct Committee), or
 - (c) remain in the room during the discussion or vote on the matter.
18. Where you have a disclosable pecuniary interest in a matter to be considered at a meeting, you may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once you have finished, or the meeting decides you have finished, you must leave the room and may not remain in the room during the discussion or vote on the matter.

Disclosure of other interests at meetings

19. Where you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and identify

⁹ Instead the Register of Interests may state that the Member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011

¹⁰ If the Member is required to disclose such an interest in a meeting, the Member need not disclose the interest, but merely the fact that the Member has a disclosable pecuniary interest in the matter concerned.

¹¹ This includes the Executive Board and any committee of the executive.

any other significant interests which you feel should be declared in the public interest, such interests may be declared to the meeting.

20. In such circumstances you must consider whether your continued participation in the matter relating to your interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

Allegations of a Failure to Comply with Code of Conduct

21. All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by full Council.

Appendix 1 - Definition of a 'disclosable pecuniary interest'¹²

Employment, office, trade, profession or vocation - Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship - Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period¹³ in respect of any expenses incurred by you in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts - Any contract which is made between the relevant person¹⁴ (or a body in which the relevant person has a beneficial interest¹⁵) and the relevant authority –

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

Land - Any beneficial interest in land¹⁶ which is within the area of the relevant authority.

Licences - Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Corporate tenancies - Any tenancy where (to your knowledge) –

- (a) the landlord is the relevant authority; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities - Any beneficial interest in securities¹⁷ of a body where –

- (a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and
- (b) either –
 - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant

¹² As defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464.

¹³ "Relevant period" means the period of 12 months ending with the day on which the Member completes their notification.

¹⁴ "Relevant person" refers to the Member and their spouse¹ or civil partner, or a person with whom the Member is living as husband or wife, or a person with whom the Member is living as if they were civil partners, so long as the Member is aware that that other person has the interest.

¹⁵ This means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest. The definition of "director" includes a member of a committee of management of an industrial and provident society.

¹⁶ "Land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.

¹⁷ "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Standards and Conduct Committee

The Standards and Conduct Committee is authorised to discharge the following functions:

1. To promote and maintain high standards of conduct by members and co-opted members of the authority¹.
2. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
3. To consider and determine written allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or that a member or co-opted member of a parish council in the Leeds area has failed to comply with the parish council's code of conduct².
4. Following a determination of whether or not a member or co-opted member of the authority has failed to comply with the code of conduct, to consider whether or not action might be necessary, and to make recommendations³ on the form of action⁴.
5. To consider and determine written requests for dispensations⁵.
6. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of employees of the authority⁶.

¹ In accordance with Section 27 of the Localism Act 2011.

² In accordance with Section 28(6), (7) and (9) of the Localism Act 2011.

³ Including to full Council, the Leader, the Chief Executive, or the relevant Group Whip.

⁴ In accordance with Section 28(11) of the Localism Act 2011.

⁵ In accordance with Section 33 of the Localism Act 2011.

⁶ It is not the function of the Committee to determine or become involved in individual employee conduct or disciplinary cases.

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Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct within the area of Leeds Metropolitan District Council.

Introduction

1. This procedure should be used to deal with complaints submitted under the Members' Code of Conduct adopted by Leeds City Council and the Parish and Town Councils in the Leeds area.
2. The Members' Code of Conduct applies to elected Members and voting co-opted members when they are acting in that capacity. Complaints which relate to a failure to comply with the rules about 'Disclosable Pecuniary Interests' should be directed to the West Yorkshire Police for their consideration. Complaints about a potential breach of the general obligations should be submitted to the Monitoring Officer for consideration.
3. The Monitoring Officer may nominate another officer of suitable experience and seniority to carry out any of the functions listed in this procedure.

Stage 1 - Initial assessment by the Monitoring Officer

4. Complaints must be submitted in writing, must provide substantiated information, and should outline what form of resolution the complainant is seeking. Otherwise the Monitoring Officer should ask the complainant to resubmit their complaint. Ideally the complainant will use the correct complaints form to submit their complaint, but other written complaints will be accepted so long as they contain the relevant information.
5. The Monitoring Officer will consider the complaint and make a decision as to whether it will be treated as a valid complaint or not.
6. The following types of complaint will not be considered as 'valid complaints' under this procedure:
 - a. Complaints which are submitted anonymously^{1 2};
 - b. Complaints which do not identify a subject Member;
 - c. Complaints which relate to a Member's personal or private life;
 - d. Complaints concerning a failure to respond to a request from a constituent or other individual;
 - e. Complaints which relate to the alleged actions of employees of the Council or non-voting co-optees;

¹ Complaints which contain a request for the complainant's identity to be withheld may be considered to be 'valid complaints', although the complainant's identity will only be withheld in exceptional circumstances. If the Monitoring Officer does not consider it appropriate to withhold the complainant's identity, the complainant will be given the opportunity to withdraw their complaint before it proceeds to the next stage.

² Anonymous complaints which reveal potential fraud or corruption will be referred to Internal Audit for consideration under the Council's adopted Whistle blowing Policy

- f. Complaints which relate to a decision of an employee or a Committee;
 - g. Complaints which relate to a person who is no longer a Member of the Council or which refer to alleged incidents before the person became a Member of the Council;
 - h. Complaints which refer to alleged incidents which happened so long ago that there would be little benefit in taking action now;
 - i. Complaints containing trivial allegations, or which appear to be simply malicious, politically motivated or tit-for-tat;
 - j. Complaints regarding alleged behaviour which has already been the subject of an investigation or some form of action;
 - k. Complaints which relate to an alleged failure to comply with the rules regarding 'Disclosable Pecuniary Interests'³.
7. In all cases where the complaint names a Member of a relevant authority, the Member will be notified of the complaint. If the Monitoring Officer decides that the complaint is 'invalid', this notification is made for information only.
 8. If the complaint relates to an employee or is a service related issue, the Monitoring Officer will refer the complaint to the relevant service in order for them to respond to the complainant directly.
 9. In any case where the Monitoring Officer decides that the complaint is 'invalid', they will write to the complainant explaining why their complaint cannot be dealt with under this procedure. There is no appeal process for decisions taken by the Monitoring Officer at this stage.

Stage 2 - Informal resolution

10. If, following initial assessment, the Monitoring Officer decides that the complaint should be treated as a 'valid complaint' they will write to the complainant and explain that the matter is to be referred to the subject Member for them to seek to resolve the issue in accordance with this procedure. The complainant will also be provided with an outline of the procedure for dealing with complaints against Councillors.
11. At the same time the Monitoring Officer will refer the matter to the subject Member and the relevant Group Whip⁴ for their consideration. In this correspondence the Monitoring Officer will provide the subject Member with a reasonable timescale within which to attempt to resolve the complaint (usually this will be 28 days), and will provide the subject Member with the contact details for the Independent Person⁵.

³ Such complaints will be redirected to the West Yorkshire Police, subject to the complainant's agreement.

⁴ If the subject Member is the Group Whip, the complaint will be copied to his or her Group Leader. In the case of a Parish or Town Council without structured political groups, the Monitoring Officer could consider involving the Chairperson of the Council.

⁵ See Annex 1 for a summary of the role of the Independent Person.

12. Types of informal resolution might include:

- a. An explanation by the subject Member of the circumstances surrounding the complaint;
- b. An apology from the subject Member;
- c. An agreement from the subject Member to attend relevant training or to take part in a mentoring process;
- d. Offering to engage in a process of mediation or conciliation between the subject Member and the complainant; or
- e. Any other action capable of resolving the complaint.

13. Before deciding upon a course of action the subject Member may seek guidance from a Group Whip, the Independent Person, and/or the Monitoring Officer. It may also be advisable to seek advice from the complainant to ascertain what form of informal resolution they would find acceptable, particularly if the form of resolution they have specified in their complaint is not possible.

14. The Independent Person is available to the subject Member to give them advice on the severity of the complaint and what form of resolution they would consider appropriate. Providing such guidance will not prevent the Independent Person from giving a view to the Standards and Conduct Committee about the complaint at a later stage.

15. At the end of the 28 day period the Monitoring Officer will, in consultation with the Chair of the Standards and Conduct Committee, seek to establish whether the subject Member (or Group Whip) has appropriately addressed matters which have been raised by the complainant.

16. Where the subject Member has appropriately addressed the matters raised there will be no further action taken in respect of the complaint and the Monitoring Officer will notify both the complainant and the subject Member of this decision.

17. Where it has not been possible to appropriately address matters, the complaint will be referred to the Standards and Conduct Committee for consideration. The Monitoring Officer will notify both the complainant and the subject Member of this decision, and will provide the subject Member with information regarding the Council's insurance arrangements (and how legal representation may be accessed).

18. There will be no appeal process for decisions taken by the Monitoring Officer and the Chair of the Standards and Conduct Committee at this stage.

Stage 3 – Standards and Conduct Committee

19. The Monitoring Officer will prepare a report for consideration by the Standards and Conduct Committee. This report will include readily obtainable information (such as minutes of meetings or Clerk's notes), a summary of the complaint and the efforts made to resolve the matter informally.
20. The Monitoring Officer must arrange for a meeting of the Standards and Conduct Committee (or the relevant Sub-Committee) to be convened to consider the Monitoring Officer's report of the complaint. Wherever possible the meeting will take place within 28 days of the Monitoring Officer's report being finalised.
21. The Sub-Committee will be made up of three Members of the Standards and Conduct Committee, one of whom must be from the same political group as the subject Member (wherever possible), but not all of the Members will be from the same political group. The Chair will be elected from among the membership at the beginning of the meeting, but cannot be from the same political group as the subject Member.
22. If the complaint relates to a Parish or Town Councillor, one of the co-opted Parish Members will be invited to attend the Sub-Committee meeting. The Parish Member will not be entitled to vote at the meeting, but will be entitled to speak at the discretion of the Chair.
23. The following people will also be invited to attend the Sub-Committee meeting:
 - a. The complainant;
 - b. The subject Member;
 - c. The Group Whip (if relevant); and
 - d. The Independent Person.
24. The Monitoring Officer will also attend the meeting in order to present their report.
25. After initial consideration of the Monitoring Officer's report, the Sub-Committee will take statements from the following parties (either in person or in written form if the person is unable to attend the meeting):
 - a. The complainant; and
 - b. The subject Member.
26. The Sub-Committee may also ask questions of anyone present at the meeting in order to reach a conclusion on the complaint.
27. Before reaching a final decision on the complaint, the Standards and Conduct Committee must seek, and take account of, the view of the Independent Person in relation to the complaint.

28. If the Sub-Committee is unable to reach a conclusion on the complaint on the basis of the information before it, it may adjourn the meeting and request that the Monitoring Officer seeks the further information required. However, when doing so the Sub-Committee should consider whether the information will be readily available to the Monitoring Officer.
29. Once the Sub-Committee is satisfied with the information before it, it must decide the following issues:
- a. Whether the subject Member has failed to comply with the Members' Code of Conduct;
 - b. Whether further action is warranted; and
 - c. What form of action might be appropriate.
30. If the complaint relates to a Parish or Town Councillor the Sub-Committee will only make a decision regarding whether the subject Member has failed to comply with the relevant Members' Code of Conduct. This decision, and the reasons for it, will be communicated to the relevant Parish or Town Council in order for it to make a decision as to whether further action is warranted and what form of action would be appropriate.
31. In all other cases, if the Sub-Committee concludes that, on the balance of probabilities, the subject Member did not fail to comply with the Members' Code of Conduct, this will conclude the complaints process. In such cases no further action will be taken in respect of the complaint, although the Sub-Committee may still wish to consider making a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general. Such recommendations may include proposed changes to internal procedures and practices or training for Members in general.
32. If the Sub-Committee concludes that, on the balance of probabilities, the subject Member has failed to comply with the Members' Code of Conduct, the Sub-Committee must go on to consider whether action should be recommended in respect of the subject Member, and what form of action might be appropriate.
33. The recommendations available to the Sub-Committee are limited to:
- a. A formal letter to the subject Member from the Chair of the Standards and Conduct Committee;
 - b. Formal censure by a motion of full Council; or
 - c. Removal by the authority of the Member from a relevant Committee(s) subject to statutory and constitutional requirements.
34. The Sub-Committee may make a recommendation in relation to one or more of the above sanctions to full Council, the Group Whip or the Chair of the Standards and Conduct Committee. The Chair will confirm any such recommendations in writing within five working days of the Sub-Committee meeting.

35. The Sub-Committee may also make general recommendations to the authority with a view to promoting and maintaining high standards of conduct within the authority. As stated above, such recommendations may include proposed changes to internal procedures and practices or training for Members in general. The Monitoring Officer will be responsible for communicating such recommendations to the relevant Committee or officer for consideration.
36. Within five working days of the meeting the Chair of the Sub-Committee will write to the complainant and the subject Member explaining the final decision of the Sub-Committee and detailing any recommendations made.
37. There will be no right of appeal against a decision of the Sub-Committee.

ANNEX 1 - Role of the 'Independent Person'

Role of the Independent Person

The role of the independent person is set out in Section 28 of the Localism Act 2011.

As part of its arrangements under which decisions on allegations can be made, each principal authority must appoint at least one independent person.

The independent person's views **must** be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate.

The authority may also seek the independent person's views on an allegation that it has not decided to investigate. However, there is no requirement for the authority to do so, or to take those views into account.

Finally, a member or co-opted member of the authority (or of a parish council in the area) may seek the independent person's views on an allegation made against them.

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Report author: Alex Watson/A
Hodson

Tel: 2243072 / 2243208

Report of the City Solicitor

Report to full Council

Date: 11th July 2012

Subject: Recommendations from General Purposes Committee

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): n/a	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: n/a Appendix number: n/a	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

- 1 At its meeting on 25th June 2012, General Purposes Committee considered items relating to:
 - amendments to the Officer Delegation Scheme (Council (non executive) Functions);
 - the appointment of the Independent Person; and
 - the establishment of the West Yorkshire Police and Crime Panel.

- 2 This report provides information about those items, together with the recommendations made by the Committee.

- 3 General Purposes Committee recommend to full Council:-
 - that the amendments to the Officer Delegation Scheme (Council (non executive) Functions) as set out in Appendix 1A and 1B are approved,
 - that Mr Gordon Tollefson is appointed for a period of up to one year under the transitional arrangements contained in Article 7 of the Commencement Order,

- in relation to the West Yorkshire Police and Crime Panel
 - to approve the establishment of a joint committee with four other West Yorkshire councils, as detailed in the report;
 - to delegate authority to the City Solicitor to enter into an agreement to formalise the panel arrangements set out in this report; and
 - to appoint Councillors Lowe, Iqbal, and J. L. Carter as the Council's representatives on the Panel.

4 Members are also requested to note the amendments made by the Leader to the Officer Delegation Scheme (Executive Functions).

1 Purpose of this report

- 1.1 This report presents recommendations to full Council from General Purposes Committee.
- 1.2 This report also advises full Council of amendments to the Officer Delegation Scheme (executive functions) made by the Leader in accordance with the Executive and Decision Making Procedure Rules.

2 Background information

2.1 General Purposes Committee is authorised:

- to consider proposals to amend the constitution and make recommendations to full Council; and
- to make recommendations to full Council in connection with the discharge of any of its functions.

2.2 At its meeting on 25th June 2012, General Purposes Committee considered items relating to:

- amendments to the Officer Delegation Scheme (Council (non executive) Functions);
- the appointment of the Independent Person; and
- the establishment of the West Yorkshire Police and Crime Panel.

2.3 This report sets out the recommendations from General Purposes Committee, relating to those items.

3 Main issues

3.1 Officer Delegation Scheme

3.1.1 At its Annual Meeting on 21 May Council received notice of amended portfolios of Executive Members. Changes included:-

- Portfolio responsibility for Parks and Countryside transferred to the Executive Member of Environment Services. As has responsibility for Climate Change and Environmental Policy.
- Conversely responsibility for Jobs and Skills moved to the Executive Member for Leisure and Skills. Area based Regeneration also moved to the Development Portfolio.

3.1.2 To better align services to the revised portfolios it was also announced that a planned move of services between Directors would follow. This would create better and more coherent accountability regarding the Executive Member Portfolios. Operationally, it would also allow for greater service consolidation and

joint working on Council priorities. In terms of services affected the following was announced:

- Employment and Skills – to move to City Development
- Regeneration Projects – to move to City Development
- Parks and Countryside – to move to Environment and Neighbourhoods.

- 3.1.3 These moves came into effect by re-arrangement Chief Officer reporting lines. Otherwise there is no immediate need for changes to services.
- 3.1.4 It is also proposed that there will be a consolidation of climate change and fuel saver activity within the Environment and Neighbourhoods Directorate, however, the detail of this arrangement will be considered further, before any organisation changes are implemented.
- 3.1.5 Consultations on the proposed changes are detailed at paragraph 4.1 of this report.
- 3.1.6 To enable Directors to assume proper responsibility for these functions, various changes to the Constitution are needed.
- 3.1.7 Council functions which are delegated to Officers, require approval of Full Council. Amendments were considered by the General Purposes Committee on 25th June, who resolved to recommend these changes to Full Council for approval.
- 3.1.8 These changes predominantly apply to a range of legal powers under a variety acts and mainly concern Public Rights of Way in relation to Parks and Countryside services. The details of the Officer Delegation Scheme (Council (non executive) Functions) are set out at Appendix 1A (Director of Environment and Neighbourhoods) and Appendix 1B (Director of City Development).
- 3.1.9 In addition to these changes the Leader has made amendments to the Officer Delegation Scheme (Executive Functions) to come into effect at the same time as the above. The details of the Officer Delegation Scheme (Executive Functions) are set out at Appendix 2A (Director of Environment and Neighbourhoods) and Appendix 2B (Director of City Development).
- 3.1.10 Members are requested to approve the amendments to the Officer Delegation Scheme (Council (non executive) Functions) set out at Appendices 1A and 1B, and to note the amendments to the Officer Delegation Scheme (Executive Functions) set out at Appendices 2A and 2B.

3.2 Appointment of the Independent Person

- 3.2.1 The authority must appoint an Independent Person under Section 28 of the Localism Act 2011. The role of the Independent Person is set to give a view on complaints being considered by the Standards and Conduct Committee, and to advise Members who are the subject of a complaint.

- 3.2.2 On the basis of his written application the panel agreed to recommend the appointment of Mr Gordon Tollefson as the Independent Person for a period of one year beginning on 11th July 2012. The panel comprised the Chair of the Standards and Conduct Committee and the whips of the two largest opposition groups.
- 3.2.3 Mr Tollefson retired from the NHS in January 2006 where he worked as a Senior Ambulance Service Manager. Mr Tollefson has served as a Magistrate in Leeds since 1994 and chairs Courts on a regular basis. Mr Tollefson is now a Executive Board Member of Leodis Healthcare Practice based Commissioning LLP, and became the Deputy Lord Lieutenant in 2008.
- 3.2.4 Mr Tollefson was also a member of the Leeds City Council Independent Remuneration Panel before joining the Standards Committee in May 2009 as a reserve Independent Member. Mr Tollefson went on to become the Chair of the Standards Committee from June 2010 to date.
- 3.2.5 According to the Localism Act 2011 a person is not eligible to be appointed as the Independent Person if at any time during the previous 5 years that person was a member, co-opted member or officer of the relevant authority or of a Parish Council in the authority's area. This would exclude former Independent Members of the Standards Committee from applying, as Independent Members are co-opted members of Leeds City Council.
- 3.2.6 However, Article 7 of the relevant commencement order states that a person may be appointed by a relevant authority as the independent person if they are not a member or co-opted member of the standards committee of the relevant authority on 1st July 2012, but have held such a post at any time during the 5 years ending on 30th June 2012. This transitional provision only applies in relation to appointments made before 1st July 2013.
- 3.2.7 Therefore as Mr Tollefson's appointment as Chair of the Standards Committee ended on 30th June 2012 when the Standards Committee was abolished, he is eligible to be appointed as the Independent Person on 11th July 2012.

3.3 Establishment of West Yorkshire Police and Crime Panel

- 3.3.1 The Police and Social Responsibility Act 2011 (the Act) introduces the election of police and crime commissioners. The Police Authority will be abolished, but Leeds City Council together with the four other local authorities in West Yorkshire (Bradford, Calderdale, Wakefield and Kirklees) is required to establish a West Yorkshire Police and Crime Panel (the Panel) and jointly agree the arrangements for its operation. The Panel will have responsibility under the Act for scrutinising the Commissioner, promoting openness in the transaction of police business in the West Yorkshire Police area and undertaking specified functions.
- 3.3.2 The **Panel arrangements** to be agreed by the authorities must cover:
- **Membership** - specifically which authorities should appoint the extra members of the Panel, where there are nine or fewer authorities, and provision about co-optees (including their terms of office);

- payment of **allowances**;
- the promotion of the role of the Panel, **administrative arrangements**, and **support and guidance** to members and officers; and
- how the authorities will meet the **costs** of the panel, and how funds paid to meet the costs of the panel are to be paid to, or distributed between the relevant authorities.

3.3.3 City of Wakefield Council have been acting as lead authority on this issue, including preparing draft documentation relating to the Panel.

3.3.4 In terms of **membership**, each authority is required to appoint one or more of its councillors to be a member of the Panel, to make a total of ten councillor members. The Panel is also required to co-opt two Panel members who are not councillors. With the approval of the Secretary of State, it may co-opt additional members who may be (but need not be) councillors.

3.3.5 Authorities have a duty to establish a Panel that meets the “balanced appointment objective.”¹ This requires members of the Panel (when taken together and so far as is reasonably practicable) to:

- represent all parts of the Police Area;
- represent the political make-up of all authorities; and
- have the skills, knowledge and experience to discharge the Panel’s functions.

3.3.6 To meet the balanced appointment objective, it is proposed that the ten members appointed by the constituent authorities are in the following proportions: Leeds 3, Bradford 2 ,Kirklees2, Wakefield 2, Calderdale 1. However, it is also proposed that (subject to the agreement of the Secretary of State in relation to the number of co-optees), Bradford and Calderdale each nominate a further Member for the Panel to co-opt (in addition to the two other non councillor co-optees).

3.3.7 In terms of political make-up, based on current political representation across West Yorkshire, the following is proposed:

Authority	Local Authority Appointment			Places for LA to nominate PCP to appoint			Overall		
	Lab	Cons	Lib Dem	Lab	Cons	Lib Dem	Lab	Cons	Lib Dem
Leeds	2	1					2	1	
Bradford	1	1		1			2	1	
Kirklees	1	1					1	1	
Wakefield	2						2		
Calderdale	1					1	1		1
Totals	7	3	0	1	0	1	8	3	1

¹ In schedule 6 of the Act

- 3.3.8 It is proposed that each Member of the Panel appointed or nominated by each constituent Council shall continue to hold office unless the Council appointing or nominating him/her withdraws the appointment or nomination, or he/she resigns his/her membership of the Panel or his/her term of office expires.
- 3.3.9 It is also proposed that each Council may send a substitute Member to meetings, as notified to the Chief Officer by the Council, and this substitute Member will be permitted to act as a substitute Member with full voting rights at meetings of the Panel and any Sub-Committees appointed by the Panel. It is proposed that a substitute Member may only attend two meetings of the Panel consecutively, and if this is the case then the Member who has not attended for the two meetings shall no longer be a Member of the Panel and his/her Council will be required to appoint a new Member to the vacant seat on the Panel.
- 3.3.10 In relation to Co-opted (non-councillor) Members who are not nominated by the authority, it is proposed that they are appointed for a term of office of two years, but for 2012 that term of office will be for 18 months. These Co-opted members will be recruited by the Panel. At its first meeting, the Panel will decide which Members will deal with this process, and will decide on criteria and a process to be followed. If a casual vacancy arises for such a Co-opted member, the Panel will decide on the process to be followed to fill that vacancy. Co-opted members who wish to resign will give notice to the Chief Officer.
- 3.3.11 In relation to **allowances**, the work the Panel is likely to be extremely high profile and attract a significant degree of public interest. Meetings are in public, and media coverage of Panel meetings is extremely likely.
- 3.3.12 To date, there are 7 meetings of the Panel scheduled between June 2012 and April 2013 (4 shadow and 3 formal) as well as three training sessions. Meetings are three hours long, and additional meetings may need to be scheduled, i.e. to finalise the precept. It is anticipated there will be one sub-committee in the first instance which focuses on complaints against the Commissioner but more may need to be set up when the workload of the Panel is more clear. The workload of Panel Members is therefore likely to be equivalent to that of a scrutiny chair. The average payment for this role across the five authorities is £11,716.00.
- 3.3.13 The lead authority have advised that the preferred approach in the interests of fairness is for all Panel Members to be paid the same allowances. Allowances for Panel Members will not commence until November 2012 as the Panel does not have any legal responsibilities until the Commissioner has been elected on November 22nd.
- 3.3.14 The Independent Remuneration Panel have therefore been asked to advise on the proposal that these positions attract a Special Responsibility Allowance of £11,716 pa; the Panel is supportive of this proposal and their recommendations are contained in a separate report to Council today.

- 3.3.15 In terms of **administrative support**, it is proposed that the Council of the City of Wakefield be designated as the Support Services Authority for the Panel, with the Association of West Yorkshire Authorities officers acting as the secretariat to the Panel. It is also proposed that each Council identify a lead officer to provide support and guidance to its Members on the West Yorkshire Police and Crime Panel, Executive Members of the five Councils, encourage Chief Executives, and officers of the five Councils, in relation to the functions of the West Yorkshire Police and Crime Panel.
- 3.3.16 In relation to **costs**, the Home Office have confirmed that it will provide £53,300 per annum (from 1 October 2012) of funding to the support services authority (Wakefield) for secretariat and other administrative support to the Panel.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 In relation to the changes to the officer delegation scheme, Group Leaders have been notified of the organisational changes in terms of transferring services between the two Directorates. Members would also have been able to access communications on the intranet. Cascaded briefings have been provided for all staff affected, and this includes support service staff too. The trade unions have also been consulted. Feedback suggests widespread support for changes.
- 4.1.2 The Leaders, Chief Executives and Chief Legal Officers of the five West Yorkshire local authorities have all been consulted on the establishment of the West Yorkshire Police and Crime Panel.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 A screening exercise has been carried out in relation to the transfer of services between directorates. The transfer of functions will mean that there will be extremely limited changes to how services operate and consequent equality implications. The screening is available as a background document.
- 4.2.2 Equalities duty will be included as a key factor in the work of the West Yorkshire Police and Crime Panel, in making arrangements for the future scrutiny of the Police and Crime Commissioner, and the appointment of co-opted Members, as required by the 2011 Act.

4.3 Council policies and City Priorities

- 4.3.1 Changes to the scheme of delegation will enable closer working and a better focus on City Priorities.
- 4.3.2 Implementing the reforms required by the 2011 Act effectively will be key in helping the council to deliver its City Priority to make Leeds the best city for communities, in particular the priorities relating to reducing crime levels and tackling and reducing anti-social behaviour.

4.4 Resources and value for money

- 4.4.1 There are no immediate plans to make changes to how services operate. However, it is likely that various options will be considered in the future regarding better service delivery and potential efficiencies.
- 4.4.2 As the role of the Independent Person is new, the Head of Governance Services will be seeking a view as to the level of payment the role will attract from the Independent Remuneration Panel. This might be anywhere up to an annual retainer payment of £2,500. The Panel are due to consider this matter as part of their annual review work in June 2012.
- 4.4.3 As set out above, the Home Office have confirmed £53,300 per annum (from 1 October 2012) of funding to the support services authority. No additional funding is provided towards set up costs.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 In order to operate effectively, the transfer of services between directorates will require amendments to the scheme of delegation and in turn the relevant Directors to amend their sub-delegations to enable transparent decision making.
- 4.5.2 The establishment of a West Yorkshire Police and Crime Panel enables the Council to meet its statutory responsibility under the 2011 Act. Some of the decisions that will be taken by the joint committee will be by simple majority, but there are certain matters which require 2/3 majority to veto (e.g. regarding the precept or appointment of a Chief Constable).

4.6 Risk Management

- 4.6.1 A project group appointed by the Executive Board is to consider risk management issues arising in preparation for the appointment of the Police Commissioner.

5 Conclusions

- 5.1 Changes to Executive Board portfolios have led to plans to manage some services more effectively in different Directorates. Consequently, changes to the scheme of delegation are also needed. These have been addressed by the Leader in relation to Executive functions. However only Full Council can approve changes to the non-executive functions.
- 5.2 In relation to the Police and Crime Panel, the Service Director Legal and Governance for the lead authority has advised that the recommendations represent the most practical solution to meeting the Council's statutory responsibilities and to ensure that the arrangements are agreed collectively by the 5 authorities within the timeframe expected by the Home Secretary.

6 Recommendations

6.1 General Purposes Committee recommend to full Council:-

- That the amendments to the Officer Delegation Scheme (Council (non executive) Functions) as set out in Appendix 1A and 1B are approved, and
- That Mr Gordon Tollefson is appointed for a period of up to one year under the transitional arrangements contained in Article 7 of the Commencement Order.
- in relation to the West Yorkshire Police and Crime Panel,
 - to approve the establishment of a joint committee with four other West Yorkshire councils, as detailed in the report;
 - to delegate authority to the City Solicitor to enter into an agreement to formalise the panel arrangements set out in this report; and
 - to appoint Councillors Lowe, Iqbal, and J. L. Carter as the Council's representatives on the Panel.

6.2 Members are requested to note the amendments made by the Leader to the Officer Delegation Scheme (Executive Functions).

7 Background documents²

7.1 Equality Impact Screening

² The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

*Officer Delegation Scheme (Council (non-executive) functions)***Director of Environment and Neighbourhoods**

The Director of Environment and Neighbourhoods¹ is authorised to discharge the following Council (non-executive) functions:

(a)	To issue licences authorising the use of land as a caravan site ("site licences")	Section 3(3) of the Caravan Sites and Control of Development Act 1960
(b)	To license the use of moveable dwellings and camping sites	Section 269(1) of the Public Health Act 1936
(c)	To license premises for acupuncture, tattooing, ear-piercing and electrolysis	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982
(d)	To license premises for the breeding of dogs	Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999
(e)	To license pet shops and other establishment where animals are bred or kept for the purposes of carrying on a business	Section 1 of the Pet Animals Act 1951, section 1 of the Animal Boarding Establishments Act 1963, the Riding Establishments Act 1964 and 1970, section 1 of the Breeding of Dogs Act 1973 and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999
(f)	To register animal trainers and exhibitors	Section 1 of the Performing Animals (Regulation) Act 1925
(g)	To license zoos	Section 1 of the Zoo Licensing Act 1981
(h)	To license dangerous wild animals	Section 1 of the Dangerous Wild Animals Act 1976
(i)	To grant consent for the operation of a loudspeaker	Schedule 2 to the Noise and Statutory Nuisance Act 1993
(j)	To issue licences for the movement of pigs	Article 12 of the Pigs (Records, Identification and Movement) Order 1995 (SI 1996/11)
(k)	To license the sale of pigs	Article 13 of the Pigs (Records, Identification and Movement) Order 1995

¹ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

Officer Delegation Scheme (Council (non-executive) functions)

(l)	To license collecting centres for the movement of pigs	Article 14 of the Pigs (Records, Identification and Movement) Order 1995
(m)	To issue a licence to move cattle from a market	Article 5(2) of the Cattle Identification Regulations 1998 (SI 1998/871)
(n)	To sanction use of parts of buildings for storage of celluloid	Section 1 of the Celluloid and Cinematograph Film Act 1922
(o)	Duty to enforce Chapter 1 and regulations made under it	Section 10(3) of the Health Act 2006
(p)	Power to authorise officers	Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006
(q)	Functions related to fixed penalty notices	Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006. Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 (SI 2006/760)
(r)	Power to transfer enforcement functions to another enforcement authority	Smoke-free (Premises and Enforcement) Regulations 2006 (SI 2006/3368)
(s)	<u>To license pleasure boats and pleasure vessels</u>	<u>Section 94 of the Public Health Acts Amendment Act 1907</u>
(t)	<u>To authorise erection of stiles etc on footpaths or bridleways²</u>	<u>Section 147 of the Highways Act 1980</u>
(u)	<u>To create footpath bridleway or restricted byway by agreement</u>	<u>Section 25 of the Highways Act 1980</u>
(v)	<u>To create footpaths bridleways and restricted byways</u>	<u>Section 26 of the Highways Act 1980</u>
(w)	<u>Duty to keep register of information with respect to maps, statements and declarations</u>	<u>Section 31A of the Highways Act 1980</u>
(x)	<u>To stop up footpaths bridleways and restricted byways</u>	<u>Section 118 of the Highways Act 1980</u>
(y)	<u>To determine application for public path extinguishment order</u>	<u>Sections 118ZA and 118C(2) of the Highways Act 1980</u>
(z)	<u>To make a rail crossing extinguishment order</u>	<u>Section 118A of the Highways Act 1980</u>
(aa)	<u>To divert footpaths bridleways and restricted byways</u>	<u>Section 119 of the Highways Act 1980</u>
(bb)	<u>To make a public path diversion order</u>	<u>Sections 119ZA and 119C(4) of the Highways Act 1980</u>
(cc)	<u>To make a rail crossing diversion order</u>	<u>Section 119A of the Highways Act 1980</u>
(dd)	<u>To make a special diversion order</u>	<u>Section 119B of the Highways Act 1980</u>

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² Functions (t) – (ww) are limited to areas contained within the Definitive Map of Public Rights of Way. Functions (t), (ii), (jj) and (rr) are also delegated to the Director of City Development whose powers are not limited to areas contained within the Definitive Map of Public Rights of Way.

Officer Delegation Scheme (Council (non-executive) functions)

(ee)	<u>To require applicant for order to enter into agreement</u>	<u>Section 119C(3) of the Highways Act 1980</u>
(ff)	<u>To make an SSSI diversion order</u>	<u>Section 12B of the Highways Act 1980</u>
(gg)	<u>To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980</u>	<u>Section 121B of the Highways Act 1980</u>
(hh)	<u>To decline to determine certain applications</u>	<u>Section 121C of the Highways Act 1980</u>
(ii)	<u>To assert and protect the rights of the public to use and enjoyment of highways</u>	<u>Section 130 of the Highways Act 1980</u>
(jj)	<u>To apply for variation of order under section 130B of the Highway Act 1980</u>	<u>Section 130B(7) of the Highways Act 1980</u>
(kk)	<u>To authorise temporary disturbance of surface of footpath bridleway or restricted byway</u>	<u>Section 135 Highways Act 1980</u>
(ll)	<u>To divert footpath bridleway or restricted byway temporarily</u>	<u>Section 135A of the Highways Act 1980</u>
(mm)	<u>To extinguish certain public rights of way</u>	<u>Section 32 of the Acquisition of Land Act 1981</u>
(nn)	<u>To keep definitive map and statement under review</u>	<u>Section 53 of the Wildlife and Countryside Act 1981</u>
(oo)	<u>To include modifications in other orders</u>	<u>Section 53A of the Wildlife and Countryside Act 1981</u>
(pp)	<u>To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981</u>	<u>Section 53B of the Wildlife and Countryside Act 1981</u>
(qq)	<u>To prepare map and statement by way of consolidation of definitive map and statement</u>	<u>Section 57A of the Wildlife and Countryside Act 1981</u>
(rr)	<u>To designate footpath as cycle track</u>	<u>Section 3 of the Cycle Tracks Act 1984</u>
(ss)	<u>To extinguish public right of way over land acquired for clearance</u>	<u>Section 294 of the Housing Act 1981</u>
(tt)	<u>To authorise stopping up or diversion of footpath bridleway or restricted byway</u>	<u>Section 257 of the Town and Country Planning Act 1990</u>
(uu)	<u>To extinguish public rights of way over land held for planning purposes</u>	<u>Section 258 of the Town and Country Planning Act 1990</u>
(vv)	<u>To enter into agreements with respect to means of access</u>	<u>Section 35 of the Countryside and Rights of Way Act 2000</u>
(vw)	<u>To provide access in absence of agreement</u>	<u>Section 37 of the Countryside and Rights of Way Act 2000</u>

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Officer Delegation Scheme (Council (non-executive) functions)

Director of City Development

The Director of City Development¹ is authorised to discharge the following Council (non-executive) functions:

(a)	To license market and street trading	Part III of , and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982	Deleted: (a) Deleted: To license pleasure boats and pleasure vessels Deleted: Section 94 of the Public Health Acts Amendment Act 1907
(b)	To issue, amend or replace safety certificates (whether general or special) for sports grounds	The Safety of Sports Grounds Act 1975	Deleted: c
(c)	To issue, cancel, amend or replace safety certificates for regulated stands at sports grounds	Part II of the Fire Safety and Safety of Places of Sport Act 1987	Deleted: d
(d)	To grant a street works licence	Section 50 of the New Roads and Street Works Act 1991	Deleted: e
(e)	To grant permission for provision etc of services, amenities, recreation and refreshment facilities on highway and related powers	Sections 115E, 115F and 115K of the Highways Act 1980	Deleted: f
(f)	To publish notice in respect of proposal to grant permission under section 115E of the Highways Act 1980	Section 115G of the Highways Act 1980	Deleted: g
(g)	To permit deposit of builder's skip on highway	Section 139 of the Highways Act 1980	Deleted: h
(h)	To license planting, retention and maintenance of trees etc in part of highway	Section 142 of the Highways Act 1980	Deleted: i
(i)	To authorise erection of stiles etc on footpaths or bridleways ²	Section 147 of the Highways Act 1980	Deleted: (j) Formatted: Not Highlight
(j)	To license works in relation to buildings etc which obstruct the highway	Section 169 of the Highways Act 1980	
(k)	To consent to temporary deposits or excavations in streets	Section 171 of the Highways Act 1980	Deleted: l
(l)	To dispense with obligation to erect hoarding or fence	Section 172 of the Highways Act 1980	Deleted: m
(m)	To restrict the placing of rails, beams etc over highways	Section 178 of the Highways Act 1980	Deleted: n
(n)	To consent to construction of cellars etc under street	Section 179 of the Highways Act 1980	Deleted: o
(o)	To consent to the making of openings into	Section 180 of the Highways Act 1980	Deleted: p

¹ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

² Functions (i), (q), (s) and (v) are also delegated to the Director of Environments and Neighbourhoods whose powers are limited to areas contained within the Definitive Map of Public Rights of Way.

Officer Delegation Scheme (Council (non-executive) functions)

	cellars etc under streets and pavement lights and ventilators		
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▼	▼	▼	Deleted: (u) ... [5]
▼	▼	▼	Deleted: (v) ... [6]
(p)	To make a special extinguishment order	Section 118B of the Highways Act 1980	Deleted: w
▼	▼	▼	Deleted: (x) ... [7]
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▼	▼	▼	Deleted: (cc) ... [12]
▼	▼	▼	Deleted: (dd) ... [13]
(q)	To assert and protect the rights of the public to use and enjoyment of highways	Section 130 of the Highways Act 1980	Deleted: (ee) ... [14]
(r)	To serve notice of proposed action in relation to obstruction	Section 130A of the Highways Act 1980	Deleted: ff
(s)	To apply for variation of order under section 130B of the Highway Act 1980	Section 130B(7) of the Highways Act 1980	Deleted: g...g ... [15]
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▼	▼	▼	Deleted: (ii) ... [16]
▼	▼	▼	Deleted: (jj) ... [17]
(t)	To make good damage and remove obstructions	Section 135B of the Highways Act 1980	Deleted: k...k ... [18]
(u)	To remove nuisances deposited on the highway	Section 149 of the Highways Act 1980	Deleted: ll
▼	▼	▼	Deleted: (mm) ... [19]
▼	▼	▼	Deleted: (nn) ... [20]
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▼	▼	▼	Deleted: (pp) ... [22]
▼	▼	▼	Deleted: (qq) ... [23]
(v)	To designate footpath as cycle track	Section 3 of the Cycle Tracks Act 1984	Deleted: r...r ... [24]
▼	▼	▼	Deleted: (ss) ... [25]
(w)	To authorise stopping up or diversion of highway	Section 247 of the Town and Country Planning Act 1990	Deleted: tt
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(q)		
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To create footpath bridleway or restricted byway by agreement		
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Section 25 of the Highways Act 1980		
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(r)		
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To create footpaths bridleways and restricted byways		
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Section 26 of the Highways Act 1980		
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(s)		
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Duty to keep register of information with respect to maps, statements and declarations		
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Section 31A of the Highways Act 1980		
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(t)		
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To stop up footpaths bridleways and restricted byways		
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Section 118 of the Highways Act 1980		
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(u)		
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To determine application for public path extinguishment order		
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Sections 118ZA and 118C(2) of the Highways Act 1980		
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(v)		
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To make a rail crossing extinguishment order		
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Section 118A of the Highways Act 1980		
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(x)		
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To divert footpaths bridleways and restricted byways		
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Section 119 of the Highways Act 1980		
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(y)		
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To make a public path diversion order

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Sections 119ZA and 119C(4) of the Highways Act 1980

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(z)

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To make a rail crossing diversion order

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Section 119A of the Highways Act 1980

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(aa)

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To make a special diversion order

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Section 119B of the Highways Act 1980

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To require applicant for order to enter into agreement

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Section 119C(3) of the Highways Act 1980

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To make an SSSI diversion order

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Section 12B of the Highways Act 1980

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To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980

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Section 121B of the Highways Act 1980

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(ee)

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To decline to determine certain applications

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Section 121C of the Highways Act 1980

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(ii)

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To authorise temporary disturbance of surface of footpath bridleway or restricted byway

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Section 135 Highways Act 1980

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To divert footpath bridleway or restricted byway temporarily

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Section 135A of the Highways Act 1980

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(mm)

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To extinguish certain public rights of way

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Section 32 of the Acquisition of Land Act 1981

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(nn)

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To keep definitive map and statement under review

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Section 53 of the Wildlife and Countryside Act 1981

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(oo)

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To include modifications in other orders

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Section 53A of the Wildlife and Countryside Act 1981

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(pp)

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To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981

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Section 53B of the Wildlife and Countryside Act 1981

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(qq)

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To prepare map and statement by way of consolidation of definitive map and statement

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Section 57A of the Wildlife and Countryside Act 1981		
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r		
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(SS)		
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To extinguish public right of way over land acquired for clearance		
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Section 294 of the Housing Act 1981		
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(uu)		
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To authorise stopping up or diversion of footpath bridleway or restricted byway		
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Section 257 of the Town and Country Planning Act 1990		
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(vv)		
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To extinguish public rights of way over land held for planning purposes		
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Section 258 of the Town and Country Planning Act 1990		
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(ww)		
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To enter into agreements with respect to means of access		
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Section 35 of the Countryside and Rights of Way Act 2000		
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(xx)		
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To provide access in absence of agreement		
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Section 37 of the Countryside and Rights of Way Act 2000		

The Director Of Environment And Neighbourhoods

With the exception of those matters where an appropriate Executive Member¹, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration², the Director of Environment and Neighbourhoods³ is authorised to discharge the following functions⁴:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
 - (a) the service of an abatement notice in respect of a statutory nuisance;
 - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
 - (c) the inspection of the authority's area to detect any statutory nuisance;
 - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
 - (e) the control of pollution or management of air quality.

2. Any function of the Executive in relation to
 - (a) the authority's role as housing authority⁶ excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority⁷;
 - (b) the condition and occupation of housing;
 - (c) caravan sites and land occupied by travelling people;
 - (d) community safety and the reduction of crime and disorder (including the management of closed circuit TV);

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

² The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

³ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁴ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ Including functions relating to Supporting People

⁷ These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1

Officer Delegation Scheme (Executive Functions)

- (e) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (f) animal welfare;
- (g) development and implementation of municipal waste policy; and
- (h) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.
- (i) environmental management and the formulation and implementation of environmental improvement programmes;
- (i) parks and countryside (including golf courses and outdoor pitches in parks);
- (k) cemeteries, crematoria, burial grounds and mortuaries;
- (l) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

The Director Of City Development

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration² and with the exception of those matters reserved to the Executive Board³, the Director of City Development⁴ is authorised to discharge the following functions⁵:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
 - (a) any function related to contaminated land;
 - (b) obtaining of information as to interests in land; and
 - (c) the making of agreements for the execution of highways works under S278 Highways Act 1980.

2. Any function of the Executive⁶ in relation to:
 - (a) the management of land (including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
 - (b) the operation of retail and wholesale markets and car boot sales;
 - (c) the promotion of economic development and economic led regeneration;
 - (d) the management of the city centre (including the promotion of the city centre and management of public spaces);
 - (e) building control (whether under the Building Act 1984 or otherwise);
 - (f) the authority's role as highways authority and road traffic authority except in relation to parking enforcement;

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

² The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

³ Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

⁴ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁵ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ The Director of City Development will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect.

Officer Delegation Scheme (Executive Functions)

- (g) safety at sports grounds;
- (h) flood and water management;
- (i) design services;
- (j) asset management⁸;
- (k) street naming and numbering;
- (l) tourism and promotions;
- (m) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (n) sports facilities (excluding golf courses and outdoor pitches in parks)
- (o) assets of community value
- (p) area based housing led regeneration;
- (q) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.

⁸ 'Asset management' includes the purchasing of energy under the terms of an energy supply contract (including the purchasing of energy for schools). The Director of City Development will consult with the appropriate Executive Member in this regard.

EXECUTIVE BOARD

WEDNESDAY, 11TH APRIL, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson,
R Finnigan, S Golton, P Gruen, R Lewis,
A Ogilvie and L Yeadon

Councillor J Procter – Substitute Member

226 Substitute Member

Under the terms of Executive Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

227 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 4 to the report referred to in Minute No. 240 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information within Appendix 4 contains details relating to City Fusion Ltd as a business and its release may prejudice their commercial interests. Therefore, in this instance, withholding this information is considered to outweigh the public interest benefit of its release. Further risks, in addition to those outlined within section 4.6 of the submitted report, are also identified within exempt Appendix 4. Such risks relate to the financial or business affairs of the Council. Disclosure of those risks would be prejudicial to the interests of the Council and it is therefore considered that the public interest in treating this information as exempt outweighs the public interest in disclosing it.

228 Late Items

There were no late items as such, however, it was noted that Executive Board Members had been provided with copies of Appendix 5 to agenda item 13 entitled, 'Natural Resources and Waste Development Plan Document – "Post Submission Changes"', which had been received following the despatch of the agenda (Minute No. 238 referred).

229 Declaration of Interests

Councillor Wakefield declared a personal interest in the agenda item entitled, 'Commission on the Future of Local Government: Progress Update', due to his position as Chair of the Commission, and also a personal interest in the item entitled, 'Unlocking Growth in Cities: "City Deals"', as a member of both

the Leeds City Region Leaders' Board and the Leeds City Region Local Enterprise Partnership (Minute Nos. 232 and 233 referred respectively).

230 Minutes

RESOLVED – That the minutes of the meeting held on 7th March 2012 be approved as a correct record.

CHILDREN'S SERVICES

231 Response to the Full Council Deputation by the Leeds Children's Mayor for the Day, Joe Smith: 'When it Comes to Keeping Kidz Active - Leeds Leads'

The Director of Children's Services and the Director of City Development submitted a joint report responding to the 'Mayor for a Day' deputation entitled, 'When it Comes to Keeping Kidz Active – Leeds Leads', which was presented to Council on 18th January 2012.

On behalf of the Board, the Chair and the Executive Member for Children's Services welcomed to the meeting, Joe Smith, who was the winner of the Leeds Children's Mayor for the Year competition and also the spokesperson for the deputation. Joe was thanked for the excellent delivery of his deputation and for the professional way in which he had undertaken his duties as Children's Mayor. The Board highlighted that Joe, together with young people in general, could play a significant role in ensuring that not only the Council's leisure facilities, but Leeds as a whole, was developed into a more child friendly city.

The Board noted the suggestion made in respect of the pilot scheme currently ongoing in Rothwell, regarding the establishment of 'Green Gyms', which related to the provision of outdoor gym facilities for young people.

RESOLVED -

- (a) That a letter be written to Joe Smith on behalf of the Board, thanking him for highlighting this important issue, congratulating him on winning the Leeds Children's Mayor competition and inviting him to meet with the key officers involved in managing leisure services.
- (b) That, building on the many positive arrangements already in place, the Board affirm their commitment to making all Leeds public leisure facilities as 'child friendly' as possible, through a variety of means and in consultation with children and young people.
- (c) That officers continue to review opportunities to introduce initiatives that get Leeds children and young people involved with Leeds leisure centres and that further contact be made with Joe before the end of 2012, updating him on progress and developments.

RESOURCES AND CORPORATE FUNCTIONS

232 Commission on the Future of Local Government - Progress Update

A report from the Assistant Chief Executive (Customer Access and Performance) was submitted providing an update on the work of the Commission on the Future of Local Government and which highlighted that the Commission was exploring the concept of Civic Enterprise as a way to respond to the extreme change and challenges facing local government. In addition, the report provided an update on the progress the Commission had made to date and highlighted the issues that were currently emerging, in order to enable consideration to be given to the most effective way for Leeds to increasingly use the concept of Civic Enterprise as a way to help deliver the ambitions for the city and for the council.

Members welcomed the approach being taken by the Commission, however, a concern was raised in respect of the composition of the Commission's membership, and the need to ensure that the Commission had access to the views of a wider section of local Ward Councillors, together with the views of all political groups in Leeds. The Chair acknowledged the points made and responded to comments regarding the Commission's membership. In doing so, the Chair highlighted the vital role which would be played by local Elected Members throughout the times of significant change which were currently being experienced within local government.

RESOLVED -

- (a) That the work of the Commission on the Future of Local Government be noted.
- (b) That the Board continue to engage with the process and receive further updates on this matter, as the Commission progresses.
- (c) That the comments made by the Board, in respect of the real and pressing local issues which may benefit from a civic enterprise approach to drive improvement for our citizens, be noted.

233 Unlocking Growth in Cities - "City Deals"

A report from the Assistant Chief Executive (Customer Access and Performance) was submitted outlining the activity recently conducted to conclude a 'City Deal', following the publication of the 'Unlocking Growth in Cities' document, which was launched by the Deputy Prime Minister in Leeds in December 2011. In addition, the report provided information on the policy areas that were being covered by the 'Deal', and detailed the proposed timetable regarding the public announcement of the 'Deal's' content.

Responding to Members' enquiries, it was emphasised that constructive discussions continued to be undertaken in respect of a potential 'City Deal' for the Leeds City Region (LCR), covering several key policy areas. Linked to this, it was noted that successful bids regarding the provision of Superfast Broadband and tackling the issue of young people not in employment, education or training (NEET) had already been achieved. It was confirmed

that a formal 'City Deal' had not been agreed to date, but that an announcement from the Government was expected in May. In addition, Members noted that as many of the policy areas being considered as part of a potential deal transcended city boundaries, the bid for the 'City Deal' had been submitted on an LCR basis. The Board was advised of the proposals which had been made regarding the potential establishment of Combined Authority Model for Transport, however, it was emphasised that a joint local authority approach towards planning issues was not being progressed.

In conclusion, the Board thanked all of those officers who had been involved in the compilation and submission of the Leeds City Region 'City Deal' bid.

RESOLVED -

- (a) That the contents of the submitted report be noted.
- (b) That the likely content of the 'City Deal' be noted, together with the pre-announced elements of the 'Deal', surrounding Youth Contracts and Super Connected Cities.

234 Armed Forces Community Covenant

A report from the Assistant Chief Executive (Customer Access and Performance) was submitted which sought approval for the implementation of the Armed Forces Community Covenant in Leeds.

Responding to Members' comments, it was agreed that the Chief Executive be designated as the Council's Armed Forces Liaison Officer.

Members highlighted the actions being taken by the local authority to address the issues which were experienced by the local Armed Forces community in Leeds, specifically in respect of in-year school transfers.

RESOLVED –

- (a) That the Board approve and pledge support for an Armed Forces Community Covenant in Leeds, as detailed within Appendix 3 to the submitted report.
- (b) That the Chief Executive be allocated the role of Armed Forces liaison officer.
- (c) That the implementation of the new direct let category for former service personnel seeking housing in Leeds, be approved.
- (d) That the Board support Touchstone in respect of the organisation's bid to access funding from the National Grant Scheme and request that officers continue to work closely with Touchstone on this issue.
- (e) That a further report be submitted to the Board in due course which provides details regarding the actions being taken to address the wider community and family based issues which were commonly faced by the local Armed Forces community residing in the city.

DEVELOPMENT AND THE ECONOMY

235 Planning Applications Highways Issues (White Paper 16)

Further to Minute No. 99, 12th October 2011, the Director of City Development submitted a report providing an update on the three month trial period which had been undertaken in relation to Ward Member notification of planning applications, on which the Highways Department had been consulted. In addition, the report sought an agreement to a further nine month trial period, in order to assess changes to the system and to gather more evidence of the benefit or otherwise of the additional procedure.

Members welcomed the initiative and in responding to Members' comments, it was requested that Elected Members were provided with further guidance on the process by which they could make representations on those planning applications which had been sent to the Highways Department for a consultation response.

RESOLVED –

- (a) That the issues raised during the three month Member consultation trial period and the responses to those issues, be noted.
- (b) That a further four month trial consultation period be undertaken in order to assess the issues raised, request Member feedback and assess the revised planning application validation procedure.

236 Park and Ride Strategy for Leeds

The Director of City Development submitted a report regarding the continued relevance of the park and ride initiative for Leeds, specifically in terms of the policy justification, the need to maintain park and ride as an integral part of the City's transport strategy and also providing details on the current opportunities for delivering park and ride in the city.

Members welcomed the development of a Park and Ride Strategy for Leeds, however, it was acknowledged that further work needed to be undertaken on the development of the strategy. The Board then received responses to the comments which had been raised, specifically regarding potential site locations in the Outer North West of the city, the proposals regarding the Elland Road site, the need for any strategy to take account of the potential impact of new housing developments or the possible implications arising from the Core Strategy, and the potential for further co-operation on this issue with neighbouring local authorities.

Responding to a Member's enquiry, the Board received clarification regarding the designation of a site at Alwoodley Gates on the A61.

RESOLVED -

- (a) That the contents of the submitted report and the issues which it raises be noted.

- (b) That the Board endorse the continued development of the park and ride strategy together with the proposals currently being progressed, including further feasibility work for the Elland Road site moving towards the selection of a partner for the operation of a service.

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

237 A58M Leeds Inner Ring Road: Essential Maintenance Scheme

Further to Minute No. 75, 7th September 2011, the Director of City Development submitted a report providing an update on the progress made regarding the planned Major Maintenance Scheme on Leeds Inner Ring Road Structures. In addition, the report sought authority to incur expenditure on the implementation of works to Lovell Park Bridge and also to incur expenditure on contractors/consultants costs for the first stage (the design and development stage) of an Early Contractor Involvement (ECI) contract for the Woodhouse Tunnel.

RESOLVED -

- (a) That the update provided within the submitted report, which outlines progress on the planned Major Maintenance Scheme on Leeds Inner Ring Road Structures, including obtaining Department for Transport approval, be noted.
- (b) That expenditure of £2,046,000 to implement work to Lovell Park Bridge be authorised.
- (c) That authority be given to entering into an Early Contractor Involvement (ECI) contract for Woodhouse Tunnel and that authority be given to incur external costs of £400,000 on contractors/consultants costs for stage 1 of this contract.
- (d) That a further report be submitted to the Executive Board early in 2013, seeking authority to progress the second stage, that being the construction works.

238 Natural Resources and Waste Development Plan Document - "Post Submission Changes"

The Director of City Development submitted a report which sought approval to a 6 week public consultation exercise into the Post Submission Schedule of Changes, following the Examination in Public of the Natural Resources and Waste Development Plan Document (DPD) from 15th November to 8th December 2011.

Copies of Appendix 5 to the submitted report had been circulated to Board Members prior to the meeting for their consideration.

RESOLVED –

- (a) That the Post Submission Schedule of Changes, as attached to the submitted report be approved for the purposes of a 6 week period of public consultation (subject to the inclusion of the further changes, which had been included within appendix 5 to the submitted report and as approved at resolution (b) below). In addition, the Director of City Development be authorised to take such steps as he considers necessary in order to progress the DPD in the light of any representations received and the Inspector's considerations of these, prior to the Inspector issuing his report.
- (b) That the conclusions of the Sustainability Appraisal Addendum be agreed, with the exception of the points detailed at paragraph 2.2 of the 'Further Changes' document within appendix 5 of the submitted report, that the Sustainability Appraisal's recommendations be accepted and that these subsequent changes be consolidated as part of the post submission changes (as detailed within the schedule dated 21st January 2012).
- (c) That the conclusions of the review of the Development Plan Document against the National Planning Policy Framework and Planning Policy for Travellers, be agreed as the City Council's response to the Inspector's request of 2nd April 2012.

(The Development Plan Document is being prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute are not eligible for Call In).

239 Illegal Money Lending Project - Progress Report

Further to Minute No. 207, 30th March 2011, the Director of City Development submitted a report providing an update upon the activities of the Illegal Money Lending Team (Loan Shark Team) in Leeds.

Mike McAultrie, a Trading Standards Officer from Birmingham City Council was in attendance to respond to any questions Members had regarding the work of the Illegal Money Lending Team.

Members acknowledged the valuable work which had been undertaken by the Illegal Money Lending Team. However, emphasis was placed upon the need for further work to be undertaken to address the problems which were caused by legal money lenders in the city, with the possibility of representations on this issue being made nationally. Having highlighted the demands that were being placed upon the Citizens' Advice Bureau (CAB), as a result of personal debt problems, the Board requested that a further report be submitted to the Board, which outlined proposals regarding the actions which could be taken by the Local Authority, together with relevant agencies, such as the CAB, Credit Union and other parts of the financial community, to address the problems caused by legal money lenders in Leeds.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That annual reports on the activities of the Illegal Money Lending Team within the Leeds city area continue to be received.
- (c) That the Board agree to support the action plan, as appended to the submitted report.
- (d) That a further report be submitted to Executive Board in due course which outlines proposals regarding the actions which could be taken by the Local Authority, together with relevant agencies, such as the CAB, Credit Union and other parts of the financial community, in addressing the problems caused by legal money lenders across the city.

240 Lower Kirkgate Townscape Heritage Initiative

The Director of Environment and Neighbourhoods and the Director of City Development submitted a joint report which sought approval to submit a Stage 2 bid to the Heritage Lottery Fund (HLF) in order to confirm the Lower Kirkgate Townscape Heritage Initiative (THI). In addition, the report sought agreement for the Council to act as grant administrator and accountable body for the operation of the THI, together with authority to spend up to £668,000 on the associated works.

Following consideration of Appendix 4 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED -

- (a) That the submission of a Stage 2 bid to the Heritage Lottery Fund for the Lower Kirkgate THI be approved.
- (b) That approval be given for the City Council to act as accountable body for the THI.
- (c) That authority to spend the sum of £668,000 on the associated works, as outlined within the submitted report, be approved.

ENVIRONMENTAL SERVICES

241 Refuse Collection Vehicle Replacements

The Director of Environment and Neighbourhoods submitted a report which sought approval to the proposal to purchase 13 Refuse Collection Vehicles as part of a natural replenishment of the fleet. In addition, the report sought the required authority to spend the sum of £1,850,000.

RESOLVED - That authority to spend the sum of £1,850,000 from capital scheme number 16506/ENV/REF be approved.

CHILDREN'S SERVICES

242 Annual Consultation on Admission Arrangements for September 2013

The Director of Children's Services submitted a report regarding the proposed school admission numbers, the Local Authority admissions policy, together with the associated admission arrangements for September 2013.

Responding to a Member's enquiry, the Board received further detail in respect of the proposal to increase from 3 to 5, the number of school preferences that parents were able to express for their child. In response, the Member in question requested that he received details of how the data regarding school preference allocation was currently presented.

RESOLVED – That approval be given to the Primary and Secondary Co-ordinated Schemes, along with the following changes to school admission numbers:

School Limit Primary	Current Admission Limit	Proposed Admission
Bramley St Peters	45	60
Little London	30	60

DATE OF PUBLICATION: 13TH APRIL 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 20TH APRIL 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 23rd April 2012)

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EXECUTIVE BOARD

WEDNESDAY, 16TH MAY, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson,
R Finnigan, S Golton, P Gruen, R Lewis,
A Ogilvie and L Yeadon

Councillor J Procter – Substitute Member

243 **Substitute Member**

Under the terms of Executive Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

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

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report referred to in Minute No. 259 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information within the Appendix contains information relating to the financial or business affairs of a particular person and is part of an ongoing legal case. It is considered that the public interest in treating this information as exempt outweighs the public interest in disclosing it and that this element of the report should be treated as exempt under Access to Information Procedure Rule 10.4.(3) as it is subject to litigation privilege.

245 **Declaration of Interests**

Councillor Wakefield declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Yorkshire Wildlife Trust (Minute No. 249 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor J Procter declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Community Food Growing', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 258 referred).

Councillor Gruen declared a personal interest in the agenda item entitled, 'Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries' as a local resident of Shadwell (Minute No. 257 referred).

Councillor Finnigan declared a personal interest in the agenda items entitled, 'Red Hall Relocation Strategy and Design and Cost Report for Farnley Hall Coach House' and 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of Plans Panel (East) (Minute Nos. 248 and 249 referred respectively).

246 Minutes

RESOLVED – That the minutes of the meeting held on 11th April 2012 be approved as a correct record.

247 Matters Arising from the Minutes

Minute No. 239 – 11th April 2012 - 'Illegal Money Lending Project – Progress Report'

Responding to Members' enquiries, the Board was informed that work continued on the compilation of a further report to Executive Board regarding the actions which could be taken to address the problems caused by legal money lenders across the city, and that such a report would be submitted to the Board for consideration in due course.

DEVELOPMENT AND THE ECONOMY

248 Red Hall Relocation Strategy and Design and Cost Report for : Farnley Hall Coach House

The Director of City Development submitted a report on the proposed development of a planning brief for the Red Hall site in order to allow its future development, whilst also outlining proposals to undertake feasibility works at Whinmoor Grange, which would enable further consideration to take place before proposals were developed and further consultation undertaken. In addition, the report also sought approval to incur the necessary expenditure from scheme 16442 on the Red Hall Relocation Strategy.

Reassurance was given to the Board that new horticultural nursery facilities would be established as part of the proposals detailed within the submitted report.

A Member emphasised the need to ensure that appropriate consultation exercises were undertaken on any future proposals which may be formed in relation to the potential development within the East Leeds Extension area.

RESOLVED –

- (a) That the progress made in respect of the relocation strategy for Red Hall, be noted.
- (b) That the sale of the Stable Block at Red Hall to the Rugby Football League be noted.
- (c) That authority be given to spend £1,270,000 on the Red Hall Relocation Strategy, including the refurbishment of Farnley Hall Coach House utilising capital receipts from the sale of assets at Red Hall and Farnley, the decant of staff to Temple Newsam following the sale of the Stable Block to the Rugby Football League and to assist with the development of the planning brief and feasibility works highlighted within the submitted report.
- (d) That approval be given to the ongoing works for the creation of a new horticultural nursery with ancillary office facilities for area staff requiring a base in the east of the city at Whinmoor Grange.
- (e) That officers be requested to develop a detailed planning brief for Red Hall and also to undertake feasibility works for both Red Hall and Whinmoor Grange, in order to allow future development of the Red Hall site.

249 Aire Valley Leeds Enterprise Zone Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation

The Director of City Development submitted a report outlining a draft of a Local Development Order (LDO) which was proposed to support the Aire Valley Leeds Enterprise Zone by simplifying the planning process in the area. The proposed LDO specifically related to allowing certain extensions, alterations and change of use of industrial and warehouse units on the Enterprise Zone sites and in the wider industrial areas of the Aire Valley (Cross Green, Stourton and Hunslet).

Members emphasised the need for the proposals detailed within the submitted report to be progressed as a matter of priority.

RESOLVED –

- (a) That the draft of the 'Aire Valley Leeds Enterprise Zone – Local Development Order (2): Extensions, Alterations and Changes of use', as set out within Appendix 1 to the submitted report be approved, and that agreement be given to the Chief Planning Officer submitting this, together with the statement of reasons, to the Secretary of State.

- (b) That subject to the Secretary of State not making a direction under section 61B(1) of the Town and Country Planning Act 1990 as amended, the Aire Valley Leeds Local Development Order (2): Extensions, Alterations and Changes of use be adopted.

(Under the City Council's Constitution, a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public interest. Given that the Enterprise Zone commenced on 1st April 2012, the timescales for preparing and consulting on LDOs have been very tight. Although the 1st April deadline for adoption of the LDO cannot be achieved it is important that the LDO is in place as soon as possible after the start of the Enterprise Zone therefore the report has been declared as not eligible for call-in).

250 Leeds Site Allocations Development Plan Document (DPD) Scoping Paper

The Director of City Development submitted a report, which following consideration by Development Plan Panel on 6th March 2012, sought approval to the proposed scope of Leeds Site Allocations Development Plan Document (DPD).

Members received reassurance regarding the importance of a phased approach being taken towards the release of sites for development, the need for the nature of new development to meet the demand which currently existed and also the fact that every effort would be made to ensure that the proposed timescales for the delivery of the Site Allocations DPD were adhered to.

Responding to an enquiry, the Board received an update on the site allocation process for Gypsies and Travellers and also received further information on those areas which would not be allocated via the Site Allocations DPD process.

In considering the Site Allocation process, Members highlighted that in order to ensure that any future developments were sustainable, such developments needed to be accompanied by the provision of appropriate levels of infrastructure, such as schools.

The Board noted the concerns of two Members in respect of the proposals detailed within the submitted report. In addition, it was emphasised that in order to protect the Council's position, there was a need to progress the DPD site allocation process as a matter of priority. Also, the importance of Ward Member involvement in this process was emphasised and officers were requested to give consideration to the ways in which such Member involvement could be maximised wherever possible.

RESOLVED – That the scope of the Site Allocations Development Plan Document, as outlined within the submitted report, be approved.

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

251 Neighbourhood Plan frontrunners: agreement to spend £80,000 towards plan preparation in Boston Spa, Holbeck, Kippax and Otley.

The Director of City Development submitted a report detailing the aims of the neighbourhood planning frontrunner scheme, outlining proposals regarding the funding which had been secured from the Department of Communities and Local Government, whilst also providing an overview of the neighbourhood planning process and its implications arising from this process for the Council.

Members noted the level of interest which had been received to date from organisations regarding Neighbourhood Plans and acknowledged that the cost of developing such Plans would vary on a case by case basis. The Board highlighted the need to ensure that appropriate levels of cohesive support were provided by the Council to those organisations throughout the city which had expressed an interest in developing a plan. In addition, the Board welcomed a suggestion that those organisations which were at the forefront of Neighbourhood Plan development could provide guidance to those in the earlier stages of the process.

Emphasis was placed upon the vital role which would be played by Area Committees, Ward Members and local communities in the Neighbourhood Plan process.

RESOLVED –

- (a) That the release and spend of £80,000 towards supporting the neighbourhood pilot areas be approved and that the associated spending authority be delegated to the Director of City Development in consultation with the appropriate Area Committee and the Executive Member for Development and the Economy.
- (b) That the progress made, together with the specific issues in each of the four pilot areas, be noted.
- (c) That a further report be submitted to Executive Board in June 2012 which will outline the Council's general approach towards neighbourhood planning, including the establishment of governance arrangements and the publication of a comprehensive guidance note to assist communities working to prepare neighbourhood plans.

252 Natural Resources and Waste Development Plan Document: "Post Submission Changes" - Further Revisions

Further to Minute No. 238, 11th April 2012, the Director of City Development submitted a report which sought approval for a further change to be made to the Natural Resources and Waste Development Plan Document (DPD), namely the inclusion of the post submission changes.

RESOLVED – That the new supporting text and policy wording (as detailed within paragraph 3.2 of the submitted report), be approved for inclusion within the Post Submission Schedule of Changes for the purposes of a 6 week period of public consultation.

(The Natural Resources and Waste Development Plan Document is being prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute are not eligible for Call In)

253 Request from Scrutiny Board (Regeneration) regarding the Reduction of Rents to Kirkgate Market Traders for a Time Limited Period

(a) Request from Scrutiny Board (Regeneration) to Executive Board to Reduce Kirkgate Market Rents for a Time Limited Period

The Head of Scrutiny and Member Development submitted a report requesting that Executive Board gave considered a recommendation of Scrutiny Board (Regeneration) regarding a reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

RESOLVED – That the contents of the submitted report be noted.

(b) A Response to a Request from Scrutiny Board (Regeneration) to Reduce Kirkgate Market Rents for a Time Limited Period

The Director of City Development submitted a report providing the directorate response to a number of issues raised by Scrutiny Board (Regeneration) including a specific request regarding a proposed reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

The Board acknowledged the concerns of Scrutiny Board (Regeneration) and considered it's recommendation regarding a proposed reduction in rents, which had been presented to the meeting. In response, the Board reiterated the Council's desire for the long term future of the market to be secured. In addition, the level of investment into the market was highlighted and it was emphasised that the market would remain within Council ownership. Specifically regarding the recommendation of Scrutiny Board (Regeneration), it was acknowledged that some reconfiguration of the market was required in order to ensure that it prospered during challenging market conditions, however, it was noted that purely focussing upon traders' rent levels was too narrow a scope, as the vibrancy of the market together with increased levels of footfall were key.

RESOLVED –

- (a) That the actions being taken to increase footfall to the market, to reduce vacancy rates and to secure the long term future of the market be noted.

- (b) That the proposal from Scrutiny Board (Regeneration) to reduce the rents for tenants of Kirkgate Indoor Market be declined, but that officers be instructed to investigate implementing further measures to increase footfall, in consultation with traders, using £100,000 from the £1,750,000 budget for economic initiatives which was included within the 2012/13 strategic budget.

(The matters referred to in Minute No. 253(a) were not eligible for Call In as they solely referred the recommendations of Scrutiny Board (Regeneration) to Executive Board for consideration. The matters referred to in Minute No. 253(b) were eligible for Call In)

NEIGHBOURHOODS, HOUSING AND REGENERATION

254 Reinventing the Right to Buy - Sale of Council Homes

The Director of Environment and Neighbourhoods submitted a report informing of the changes which had been implemented on the 2nd April 2012 by Government to amend the Right to Buy arrangements including extending the discount to a maximum of £75,000 and the right to retain receipts over and above those calculated in the Council's Business Plan.

The Director of Environment and Neighbourhoods provided details of further guidance which had been received from Government following the publication of the agenda, in respect of the initiative, which would now allow for the construction of social rented homes and the purchase of empty properties as well as the development of affordable homes at 80%.

Concerns were raised regarding the proposals detailed within the submitted report, with emphasis being placed upon the principles around the Right to Buy initiative, the significant levels of investment which had been committed in recent years into the Decent Homes Standard and the fact that a maximum of 30% of the additional capital receipts obtained from the sale of Council homes could be used to fund new properties.

RESOLVED –

- (a) That approval be given to enter into the Local Agreement to re-invest in the development of new affordable homes. The conditions for which include that support is limited to 30% of value.
- (b) That a further report on the options for the utilisation of any additional funding be submitted to a future meeting of Executive Board.
- (c) That the correspondence with tenants, as detailed at Appendix 3 to the submitted report, be noted.

CHILDREN'S SERVICES

255 Basic Need 2013: Final Decision on Proposal to Expand Morley Newlands Primary School

The Director of Children's Services submitted a report regarding the proposal to expand Morley Newlands Primary School from 420 to 630 pupils, with an admission number increasing from 60 to 90, with effect from September 2013.

Members received reassurance that the cost of the development for this school would not have a negative impact upon future school developments elsewhere. Responding to an enquiry, the Board received details regarding the proposed timescales for the new school building's opening.

The Board paid tribute to all of those staff who worked at Morley Newlands Primary School and the young people who attended the school, given the challenging nature of the existing facilities.

RESOLVED – That approval be given to the expansion of Morley Newlands Primary School from 420 to 630 pupils, with an increase in the admission number from 60 to 90, with effect from 1st September 2013.

LEISURE

256 Friends of Bramley Baths and a Community Asset Transfer

The Director of City Development submitted a report advising of the progress which had been made in respect of a potential Community Asset Transfer to the Friends of Bramley Baths organisation and recommending such a Transfer which shifted from the Council some, but not all, of the liabilities and risks around the 1904 building and its operation.

Responding to an enquiry, the Board received clarification in respect of the proposed provision of financial contingency support for the Friends of Bramley Baths organisation in year one of the proposed operation. Also, Members received an update on the ongoing discussions which were currently taking place regarding a possible Community Asset Transfer involving Garforth Leisure Centre.

The Board supported a proposal regarding the need for local Ward Member representation on the Board of the facility's management organisation.

RESOLVED –

- (a) That the necessary authority be delegated to the Director of City Development to approve a 25 year lease at a peppercorn rent, to the Friends of Bramley Baths, and that approval be given for the Council to consider any reasonable claim from the Friends organisation for future liabilities relating to a 1904 Grade II listed building and swimming pool.
- (b) That agreement be given to consider financial contingency support in Year 1 of the operation to overcome any immediate pressure caused by the asset transfer to the Friends of Bramley Baths.

257 Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries

The Director of City Development submitted a report outlining proposals regarding the transfer of Rawdon Library service and the building to the local community group; the transfer of Shadwell Library service to the Shadwell Independent Library Committee and the building to Shadwell Parish Council; the transfer of Drighlington Library service to the local friends group and the building to Environment and Neighbourhoods and to close Cow Close Library, as no community group had come forward to run the library.

With regard to the proposals for Shadwell Library, Members noted the ongoing discussions which continued in respect of the terms regarding the proposed transfer, whilst a request was made that appropriate levels of engagement, together with the necessary levels of guidance were provided to all relevant parties on this matter.

In relation to the proposals regarding Cow Close Library, the Board was made aware of concerns which had been raised by local Ward Members. In response, it was agreed that consideration of the proposals regarding Cow Close Library within the submitted report be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

RESOLVED –

- (a) That the request to transfer the freehold of Shadwell Library to Shadwell Parish Council be declined.
- (b) That the necessary authority be delegated to the Director of City Development to negotiate with Shadwell Parish Council or Shadwell Independent Library Committee, in order to agree a peppercorn lease on a full repairing and insuring basis.
- (c) That the community asset transfer of Rawdon Library building to the Friends of Rawdon Library be approved, by way of a 25 year peppercorn lease on a full repairing and insuring basis.
- (d) That the transfer of the library services at Rawdon and Shadwell to the Friends of Rawdon Community Library and Shadwell Independent Library Committee respectively, be approved.
- (e) That the transfer of Drighlington Library service to the Friends of Drighlington Library be approved, with the building being managed by Environment and Neighbourhoods directorate.
- (f) That consideration of the proposals regarding Cow Close Library be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

258 Community Food Growing

The Director of City Development submitted a report outlining proposals which were designed to encourage and support food growing in Leeds by establishing a community food growing network.

Requests were made for local organisations such as the ALMOs and the Leeds and District Gardeners' Federation to be provided with the opportunity to have greater involvement in the initiative. Responding to enquiries, the Board received further details regarding officer involvement in the initiative and the associated funding arrangements.

RESOLVED – That the planned development of a community food growing network in Leeds be supported.

RESOURCES AND CORPORATE FUNCTIONS

259 Provisional Outturn Financial Year Ended 31st March 2012

The Director of Resources submitted a report providing details of the Council's provisional financial outturn position for 2011/2012 and which commented on the key issues impacting upon the overall achievement of the budget for the current year.

The Board highlighted and thanked officers for all of their efforts which had led to the Council achieving its current financial position.

Following consideration of Appendix 1 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the provisional outturn position, as detailed within the submitted report, be noted.
- (b) That the creation and delegated release of earmarked reserves, as detailed within paragraphs 4.2 and 5.6 of the submitted report, be approved.

260 Customer Access Strategy and Phase 1 Business Case

The Assistant Chief Executive (Customer Access and Performance) and the Director of Environment and Neighbourhoods submitted a joint report providing an update on the ongoing work being undertaken to improve the customer experience in accessing the Council's services, whilst also seeking endorsement of the new Customer Access Strategy for 2012-2015. In addition, the report sought approval of an injection into the Capital Programme together with the necessary authority to spend £3,000,000, in order to deliver Phase 1 of the Customer Access Programme, which included the acquisition of a new integrated Waste Management system.

Members discussed the principles of the proposed strategy and the impact it's introduction would have, both upon the Council's accessibility levels, and also upon the effectiveness of the services provided.

RESOLVED –

- (a) That the Customer Access Strategy 2012-2015, a summary of which was appended to the submitted report, be endorsed.
- (b) That approval be given to a process of public consultation on the Strategy through the Council's Citizens' Panel.
- (c) That approval be given to an injection into the Capital Programme of £3,000,000, with authority to spend also being approved, in order to deliver Phase 1 of the Customer Access Programme, as detailed within the submitted report.

261 Regional Economic Intelligence Team - Update Report

Further to Minute No. 70, 7th September 2011, the Assistant Chief Executive (Customer Access and Performance) submitted a report providing an update on the positive progress which had been made following the transfer of the Regional Economic Intelligence Team from Yorkshire Forward to Leeds City Council on the 1st November 2011. In addition, the report also provided details on the current funding position and revenue profile of the unit, the contribution of the team to work across the Council and the future opportunities which existed for the further development of the team's contribution.

The Board discussed the valuable work undertaken by the Regional Economic Intelligence Team and responding to a Member's enquiry, it was noted that the team had achieved a £44,000 surplus at the of the financial year.

RESOLVED – That the positive progress being made in establishing the new team be noted and that a further update report be submitted to Executive Board in January 2013.

262 Executive and Decision Making Procedure Rules

The Head of Governance Services submitted a report which sought approval of the proposed changes to Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as detailed within Appendix A to the submitted report.

RESOLVED – That Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as appended to the submitted report, be approved.

DATE OF PUBLICATION: 18TH MAY 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 25TH MAY 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00pm on
28th May 2012)

EXECUTIVE BOARD

WEDNESDAY, 20TH JUNE, 2012

PRESENT: Councillor J Blake in the Chair

Councillors M Dobson, S Golton, P Gruen,
R Lewis, L Mulherin, A Ogilvie and
L Yeadon

Councillor J Procter – Substitute Member

1 Chair of the Meeting

Under the terms of Executive and Decision Making Procedure Rule 2.1, in the absence of the Leader, Councillor Wakefield, who had submitted his apologies for absence from the meeting, Councillor Blake, as Deputy Leader, presided as Chair of the Board for the duration of the meeting.

2 Substitute Member

Under the terms of Executive and Decision Making Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

3 Chair's Opening Remarks

The Chair welcomed Councillor Mulherin to her first meeting of Executive Board, following her recent appointment to the position of Executive Member for Health and Wellbeing.

4 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 2(b) to the report referred to in Minute No. 9 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information on the City Council's approach towards procurement issues, affordability position and commercially sensitive pricing, together with information about the commercial risk position of Veolia. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

In addition, Appendix 3 to the report referred to in the same minute, under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains commercially sensitive information detailing the value of City Council owned property, the disclosure of which may

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prejudice future property development and disposals. The benefit of keeping this information exempt is considered greater than that of allowing public access to the information.

- (b) Appendices 2 and 3 to the report referred to in Minute No. 27 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that they contain financial and business information of providers in the city and information on the negotiating position of the council in agreeing a fee structure with the independent sector providers. In applying this exemption, the council has considered the public interest test, as the information can only be withheld if the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The council acknowledges that there is a public interest in the fee structure for residential care however, we consider that the public interest in disclosing the information in the Appendices is outweighed by the public interest in maintaining the exemption. It is in the public interest that the council is able to negotiate residential and nursing fees which represent best value for money and in order to do this, the council must be able to share information confidentially with providers, who all operate in a commercially competitive market. By releasing the information within appendices 2 and 3, it could prejudice the council's negotiation position on fees, on this occasion and in the future, and harm the council's ability to achieve best value for money.
- (c) Appendix 1 to the report referred to in Minute No. 28 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process and the cost of developing the facility. For this reason, Appendix 1 is marked as Exempt/Confidential under the Council's Access to Information Procedure Rule 10.4 (3).

5 Late Items

There were no late items as such, however, it was noted that Executive Board members had been provided with copies of an addendum to agenda item 7, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award' for their consideration (Minute No. 9 referred).

6 Declaration of Interests

Councillor J Procter declared a personal interest in the agenda item entitled, 'Waste Solution for Leeds – Residual Waste Treatment PFI Project: Final Business Case and Contract Award', due to being a member of Plans Panel (East) (Minute No. 9 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Deputation to Council: Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 8 referred).

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Inner South ALMO Area Panel (Minute No. 13 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Tenancy Strategy 2013-15 and Lettings Policy Review', due to being a member of the Outer West ALMO Area Panel (Minute No. 13 referred).

Councillor Yeadon declared a personal interest in the agenda item entitled, 'Public Health in Leeds City Council' due to being a member of Leeds Partnership NHS Trust Board (Minute No. 25 referred).

7 Minutes

RESOLVED – That the minutes of the meeting held on 16th May 2012 be approved as a correct record.

ENVIRONMENT

8 Deputation to Council - Leeds and District Gardeners' Federation regarding Allotment Provision in Leeds

The Director of City Development submitted a report responding to the deputation presented by the Leeds and District Gardeners' Federation to Council on 28th March 2012 regarding allotment provision in Leeds.

In presenting the report, the Executive Member for the Environment provided the Board with an update in respect of the latest position regarding the Victoria Pit Allotment and the Reservoir Allotment.

Members noted the considerable amount of work which had been undertaken in respect of the matters detailed within the report and comments were made welcoming the community proposal that allotments were put forward as 'Assets of Community Value'.

RESOLVED -

- (a) That the response to the deputation from the Leeds and District Gardeners' Federation, with regard to allotment provision in Leeds, be noted.
- (b) That support be given to the community proposal to put forward allotments as 'Assets of Community Value'.

9 Waste Solution for Leeds - Residual Waste Treatment PFI Project - Final Business Case and Contract Award

Further to Minute No. 122, 2nd November 2011, the Director of Environment and Neighbourhoods submitted a report providing an update on the progress of the Residual Waste Treatment PFI project. In addition, the report sought approval to submit the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra), detailed the progress made to date and also outlined the work which was required to progress to the

financial close stage of the Project, including the award of the contract to Veolia.

Copies of an addendum to the submitted report, which added a further recommendation to it had been circulated to Board Members prior to the meeting for their consideration.

The submitted report noted that the current draft of the FBC was designated as exempt under Access to Information Procedure Rule 10.4(3) and was available for Executive Board Members' consideration.

Following consideration of Appendices 2b and 3 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the submission of the Final Business Case (FBC) to the Department for Environment Food and Rural Affairs (Defra) be approved.
- (c) That the submission to Defra of the submitted report, together with the minutes of the 20th June 2012 Executive Board meeting, be approved.
- (d) That the financial implications for the City Council, as set out within appendix 2(a) and the exempt appendix 2(b) of the submitted report be noted, and that approval be given to the expenditure, as set out within appendix 2(a) and exempt appendix 2(b), provided that the total estimated Unitary Charge for the Contract at the date of Financial Close is less than £502,000,000, as set out within paragraph 3.6 of appendix 2(a) of the submitted report.
- (e) That the arrangements detailed at section 5.5 of the submitted report be confirmed, and (for the avoidance of doubt) authority be given to the Director of Environment and Neighbourhoods (or delegate) to exercise the delegated powers, as set out at Part 3 Section 3E of the Constitution regarding PPP/PFI and other Major Property and Infrastructure Related projects, in relation to this Project.
- (f) That the process of achieving financial close, as set out within the submitted report, be approved, including the award of the contract to Veolia ES (Leeds) Limited, which is a wholly owned subsidiary of Veolia ES Aurora Ltd., and:-
 - (i) That it be noted and confirmed that the conditions of the General Disposal Consent are satisfied at the date of this report.
 - (ii) That the disposal of the site at an undervalue in excess of £100,000 be approved.

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- (iii) That the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of the site, including carrying out the actions described at paragraph 4.9 of the submitted report, which may include seeking the consent of the Secretary of State prior to disposal if the circumstances as set out at paragraph 4.9 change.
- (g) That the disposal of an area of land to the north of the site be approved, in order to be used as a temporary construction compound during the construction period at an undervalue in excess of £100,000 and that the Director of City Development (or an officer with appropriate delegated powers) be authorised to take all action required to conclude the disposal of this area of land including lease terms, site location and area.

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

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

10 Response to the Full Council Deputation by Dalia Hawley on behalf of Active Communities Against Trafficking (ACT) Group

The Director of Environment and Neighbourhoods submitted a report responding to the deputation presented to Council on 28th March 2012 by the Active Communities Against Trafficking (ACT) group regarding the role of communities and Local Authorities in stopping Human Trafficking.

The Board provided its unanimous support with regard to the actions detailed within the submitted report which were aimed at tackling the problem of human trafficking.

RESOLVED –

- (a) That the initiative to raise awareness and take action against trafficking be supported.
- (b) That a letter be written to Dalia Hawley to support the campaign and raise with other Councils.
- (c) That, building on the many positive arrangements already in place, the commitment of Leeds City Council and West Yorkshire Police be affirmed with regard to tackling the issue of trafficking people.
- (d) That officers continue to review opportunities to develop and deliver work to address trafficking.
- (e) That consideration be given to possible venues for holding an awareness event in Leeds.

11 Response to the Recommendations of Scrutiny Board (Safer and Stronger Communities) following its Inquiry into Private Rented Sector Housing

The Director of Environment and Neighbourhoods submitted a report responding to the recommendations of the Scrutiny Board (Safer and Stronger Communities), arising from the Scrutiny Board's inquiry into the Private Rented Sector.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Private Rented Sector Housing.

Members welcomed the comprehensive and timely piece of work which had been undertaken by the Scrutiny Board on this issue, and responding to Members' enquiries, it was confirmed that a report would be submitted to the Board in due course providing further details on the approach being taken with regard to Recommendation 1 of the Scrutiny Inquiry report, and highlighting any resource implications arising from it.

RESOLVED –

- (a) That the Inquiry report of the Scrutiny Board (Safer and Stronger Communities) into the private rented sector be accepted.
- (b) That the need to identify resources in order to fully implement recommendation 1 of the Scrutiny Board (Safer and Stronger Communities) be noted.

12 Transfer of cleared sites in Cross Green to Chevin Housing Association

The Director of Environment and Neighbourhoods submitted a report which sought approval to transfer 2 cleared sites in Cross Green to Chevin Housing Association at nil consideration, in order that the development of a new Affordable Housing Scheme could take place.

Responding to an enquiry, officers undertook to provide the Member in question with further details in respect of the specific background information and business case relating to the 2 sites involved, whilst officers also undertook to ensure that in future, similar reports would contain such information for Board Members' consideration, as a matter of course.

RESOLVED – That the transfer of the cleared sites in Cross Green to Chevin Housing Association at nil consideration, as marked upon the appendix to the submitted report, be approved.

13 Tenancy Strategy 2013-2015 and Lettings Policy Review

The Director of Environments and Neighbourhoods submitted a report providing an update on the Council's legal duty to publish a Tenancy Strategy, the draft Tenancy Strategy which had been prepared for the purposes of consultation, the changes that would be required to the Council's lettings

policy in response to the Localism Act and publication of the Code of Guidance on the Allocation of Accommodation, together with the proposed timetable and process for consultation and implementation.

RESOLVED –

- (a) That the draft Tenancy Strategy be consulted upon with key stakeholders.
- (b) That the final versions of the Tenancy Strategy and lettings policy are prepared for consideration by Executive Board in November 2012, taking into account the outcome of the consultation exercise.
- (c) That approval be given to the revised wording of the lettings policy, as outlined within section 3.8.10 of the submitted report.

- 14 Introduction of the Housing Benefit size criteria in the social rented sector and review of the Council's under occupation incentive scheme**
A report was submitted on behalf of Housing Partnerships which outlined the changes being made to Housing Benefit provision and proposed actions which the Council and its partners could take in order to mitigate the adverse impact of the introduction of the Social Sector Size Criteria (SSSC).

By way of introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services provided some specific details regarding the key implications arising from the introduction of the SSSC. Members then acknowledged the work which had previously been undertaken by the Council to address the issue of under-occupation and discussed the potential impact of the new criteria upon those vulnerable groups within the community, including the over-60s and children and young people, and considered the possible actions which could be taken to try and mitigate such impact.

In conclusion, it was agreed that further to the recommendations within the submitted report, correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

RESOLVED –

- (a) That the success of the under occupation incentive scheme in releasing over 400 houses since it was introduced in 2008 be noted.
- (b) That the Council's under occupation incentive scheme be temporarily suspended with immediate effect pending a full review, and that the 2012/13 budget identified from the Housing Revenue Account for the under occupation incentive scheme be allocated to meet the Council's commitment to tenants who have already been accepted onto the under occupation incentive scheme, provided they move by 31st March 2013.

- (c) That the Council undertake a full review of the support and incentives that can be offered to under occupying tenants, and following the monitoring of the impact of the SSSC between April and October 2013, a revised scheme proposal be presented to Executive Board in December 2013.
- (d) That correspondence be forwarded to the relevant Government Ministers and Leeds MPs, highlighting the Council's concerns regarding the introduction of Housing Benefit Size Criteria, with the correspondence being sent on behalf of all Political Groups within the Council, subject to the content being agreed by all Group Leaders.

15 Neighbourhood Planning - Management, Support and Protocol Arrangements

The Director of City Development submitted a report providing a general overview and update on the neighbourhood planning process, setting out the requirements and implications for the Council of the Neighbourhood Planning (General) Regulations 2012 and proposing governance and protocol arrangements for neighbourhood planning generally, with specific reference to the preparation of neighbourhood plans. In addition, the report outlined the roles and responsibilities for the Council and local communities at the different stages of the neighbourhood planning process, detailed progress on neighbourhood planning in Leeds, highlighting both the opportunities and the challenges of the new process, presented the contents of the draft neighbourhood planning guidance for approval and outlined how neighbourhood planning could assist the Council with regeneration and service delivery.

The Board considered the range of approaches being taken by communities across Leeds in respect of Neighbourhood Plans. In response to Members' enquiries, officers highlighted the actions which were being taken to ensure that the Council took a proactive approach towards the Neighbourhood Planning agenda, with specific details being provided regarding the allocation of staffing resource. Members noted the involvement of Area Committees in the development of the process.

RESOLVED –

- (a) That the Neighbourhood Planning (General) Regulations 2012, which came into force on 6th April be noted and that a progress report be submitted to Executive Board in 6 months on how neighbourhood planning is working in Leeds.
- (b) That the Neighbourhood Planning Guidance Note, as attached as Appendix 1 to the submitted report, be approved, and that the necessary authority be delegated to the Chief Planning Officer to make any further amendments/formatting.
- (c) That the governance and protocol arrangements, as set out within the submitted report be approved.

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- (d) That it be noted that a presentation will be made to Area Committee Chairs outlining the important role that they will have in the neighbourhood planning process.
- (e) That the establishment of a corporate neighbourhood planning steering group be agreed, which will ensure that the support and advice for neighbourhood planning is linked to regeneration, service delivery and the localism agenda generally (paragraph 3.8 of the submitted report specifically refers).
- (f) That it be noted that a citywide neighbourhood planning event(s) will launch the neighbourhood planning guidance note, which will aim to provide support and raise awareness for local Members, local communities and other stakeholders.

16 Design and Cost Report for Passenger Transport Replacement Vehicles

The Director of Resources submitted a report which sought approval to a proposal to purchase twelve new minibuses for Passenger Transport, whilst also seeking authority to incur the related expenditure.

RESOLVED – That the purchase of twelve wheelchair accessible vehicles be approved, to replace twelve vehicles which were originally due for replacement in January 2011, and that authority be given to incur expenditure of £575,000.

CHILDREN'S SERVICES

17 Response to the Full Council Deputation by Mark Swards, Leeds University Union : Widening Participation

The Director of Children's Services submitted a report providing a response to the deputation entitled "Widening Participation" presented to Council on the 28th March 2012 on behalf of Leeds University Union.

Members highlighted the importance of addressing any misconceptions that young people and their families had in respect of the financial arrangements, as such misconceptions could lead to individuals being discouraged from entering higher education.

Further to the recommendations within the submitted report, it was agreed that the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

RESOLVED –

- (a) That an ongoing dialogue between officers and the universities be supported, in particular through further research into the impact upon Leeds' existing students and younger learners (with the potential to enter higher education) and the completion and success rate of those students enrolled on courses.

- (b) That the range of developments and initiatives to support progression to higher education already put in place be noted.
- (c) That the Board's support be given to the 'Leeds Education Challenge' and the 'Higher Education Access: Rewarding Transforming (HEART)' structures, as the most appropriate vehicles to ensure a co-ordinated approach towards supporting the progression of young people to higher education.
- (d) That support be given to considering this issue as part the work around the Child Friendly City priority to: address the barriers that prevent children and young people from engaging in and enjoying learning.
- (e) That the Chief Executive write to the universities within Leeds on the actions they are continuing to take to encourage young people from all socio-economic backgrounds to enter into higher education.

18 Design and Cost Report - Blenheim Primary School Additional Accommodation

The Director of Children's Services submitted a report which sought approval to proceed with works which would provide additional accommodation at Blenheim Primary School. In addition, the report sought the necessary authority to incur expenditure of £643,984 on phase 2 of the scheme.

RESOLVED –

- (a) That the additional accommodation works at Blenheim Primary School, at an estimated total cost of £643,984, be approved.
- (b) That expenditure of £643,984 from capital scheme number 15822\BLE\000 be authorised.

19 Annual Adoption Agency Report

The Director of Children's Services submitted a report providing details of the work undertaken by Leeds City Council adoption service from April 2011 to March 2012 inclusive. Specifically, the report focussed upon the activity of the service in relation to its compliance with the national minimum standards; the implementation and progression of children's care plans; the service offered to those seeking to adopt and the services offered to those affected by adoption through the provision of adoption support.

A copy of the Adoption Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

RESOLVED – That the contents of the submitted report be noted and that the Board continues to provide its support towards the work of the Adoption Team, ensuring that our adopted children receive the best possible support.

20 Fostering Service Annual Report

The Director of Children's Services submitted a report informing of the work undertaken by the fostering service between April 2011 and March 2012. The report provided details of the work of the service, its compliance with the national minimum standards, the implementation and progression of children's care plans, the service offered to foster carers and outcomes for children. In addition, the report provided an update on the activity in relation to the recruitment and retention of foster carers, fostering panel activity and developments within the service, whilst highlighting national developments in fostering practice and providing information on the profile of children in care in Leeds.

A copy of the Fostering Service's Statement of Purpose, dated May 2012, was appended to the submitted report for Members' consideration.

Members emphasised the vital role played by foster carers and the need to continue to focus upon the recruitment of new carers across the city.

Responding to Members' enquiries, reassurance was provided that work was commencing via Scrutiny Board (Children's Services) into the services provided by private and independent foster homes throughout Leeds, and the need for the authority to be notified as a matter of course about the existence of such homes.

In addition, the Board received details on the actions being taken in relation to the recruitment of foster carers in Leeds, with specific information provided on the work being undertaken around the impact of the changes to benefit provision upon foster carers, and more generally, the financial incentives provided to them.

RESOLVED – That the contents of the submitted report be noted, and that the Board continues to provide its support towards the work of the fostering service, ensuring our fostered children receive the best possible support.

21 Transfer of Great Preston Primary School site to the Diocese of Ripon & Leeds

The Director of Children's Services submitted a report which sought in principle approval to transfer the land at Great Preston Primary School site to the Diocese of Ripon and Leeds.

RESOLVED –

- (a) That the transfer of Council owned land at the Great Preston Primary School site, as listed within appendix 1 and as set out within the submitted report, be approved.
- (b) That the principal of transferring land to the Diocese be approved on the basis set out within the submitted report, in respect of any further schools in the ownership of the Council and which the Diocese call for, and that the final approval of the terms of such disposals be delegated to the Director of City Development.

LEISURE AND SKILLS

22 Future of Cow Close Library

Further to Minute No. 257, 16th May 2012, the Director of City Development submitted a report outlining proposals for the future of library provision in the Cow Close area.

RESOLVED – That the replacement of the current library provision with increased, targeted mobiles, be agreed, and that the decisions on the future of the venue be delegated to the Director of Environment and Neighbourhoods.

HEALTH AND WELLBEING

23 Response to the Recommendations of Scrutiny Board Safer and Stronger Communities following its Inquiry into Fuel Poverty

The Director of Public Health and the Director of Adult Social Services submitted a joint report responding to two of the recommendations arising from the recent Scrutiny Board (Safer and Stronger Communities) Inquiry into Fuel Poverty in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) attended the meeting and introduced the key issues arising from the Scrutiny Board's Inquiry into Fuel Poverty.

The Board welcomed the timely piece of work which had been undertaken by the Scrutiny Board on this issue, noted the opportunity for further cross-party working to be undertaken and highlighted that this matter would be picked up by the new Health and Wellbeing Board in due course.

RESOLVED –

- (a) That the Scrutiny Board (Safer and Stronger Communities) Inquiry report into Fuel Poverty, together with recommendations 1 and 10(i) be welcomed as a valuable contribution towards addressing fuel poverty in Leeds.
- (b) That in line with recommendation 1 of the Inquiry report, it be agreed that in the development of the new public health system, fuel poverty be identified as a key priority and used to demonstrate how the Public Health operating arrangements will work in practice.
- (c) That in line with recommendation 10(i) of the Inquiry report, it be agreed that in developing a simple systematic referral pathway across health and council services, a twin track approach will need to be adopted. This will involve:
 - a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and

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- a specialised referral pathway specifically for the referral of clients with an existing health condition to be used by the health and social care integrated teams.

24 Deputation to Council - Leeds LINK regarding Health and Wellbeing Bill and its impact on Leeds

A report from the Director of Adult Social Services was submitted providing a response to the deputation presented to Council on the 28th March 2012 by the Leeds Local Involvement Network (LINK) regarding the Health and Social Care Act 2012 and its impact upon Leeds.

The Board noted the contents of the report and highlighted the importance of acknowledging the concerns which had been raised by the public. The Chair thanked the members of the deputation present for their attendance at the meeting.

RESOLVED –

- That the contents of the submitted report, including the response to the deputation by Leeds Local Involvement Network (LINK), be noted.
- That it be confirmed that the Board is sufficiently assured that the issues raised in the deputation are being addressed.

25 Public Health in Leeds City Council - New Responsibilities

The Director of Public Health submitted a report providing an update on the new responsibilities in respect of public health which would fall within the remit of the Council from April 2013. In addition, the report provided details on the progress made on, and the issues arising from the implementation of the Leeds Public Health Transition Plan, whilst also seeking endorsement of the proposed Operating Model for Public Health in Leeds City Council

Members highlighted the significant opportunities that the Council's new duties would present, whilst the Chief Executive emphasised the need for the Council to make its mark on improving the health of the people of Leeds. In addition, the Board noted the expertise of the public health professionals who would be undertaking the new function, whilst Members were updated upon the progress made in respect of Member development and officer training opportunities within the field of public health.

RESOLVED -

- That the new public health responsibilities coming to the Council after April 2013 as a result of the Health and Social Care Act 2012 be noted.
- That the creation of the Office of the Director of Public Health as an additional Central and Corporate function be endorsed, with the Director of Public Health being operationally accountable to the Chief Executive.
- That the principles behind the Operating Model of the Office of the Director of Public Health be endorsed and that the necessary authority

to progress the transfer of public health functions, staff and resources to the Council be provided.

- (d) That progress made on the Leeds Public Health Transition Plan, the issues raised, national milestones and NHS assurance process, be noted.
- (e) That it be noted that a further report will be made to Executive Board in the autumn which will set out key priorities and actions to be taken within the Joint Health and Well Being Strategy which will reduce health inequalities and improve health and well being for all citywide and within localities.

ADULT SOCIAL CARE

26 The Government's Blue Badge Reform Programme - An Update upon the Impact of Recent Changes

Further to Minute No. 130, 2nd November 2011, the Assistant Chief Executive (Customer Access and Performance) and the Director of Adult Social Services submitted a joint report providing details of the impact of the recent changes brought about by the Government's national blue badge reform programme. In addition, the report sought endorsement of the arrangements established to undertake assessments for blue badges, whilst it also highlighted the actions which were being taken to continue to improve the delivery of the scheme in Leeds.

The Executive Member for Adult Social Care thanked all officers who had been involved in the administration of the new arrangements in respect of the blue badge parking scheme, for the considerable work which had been undertaken on this issue.

A Member made specific comments regarding the practicalities of the assessment process, specifically with regard to the assessment centre and the associated form. In response, such comments were acknowledged and the Board was provided with an update on the current position regarding the location of the assessment centre.

RESOLVED –

- (a) That the progress made in creating and delivering the new Blue Badge scheme in Leeds be noted.
- (b) That the assessment arrangements established in Leeds, as detailed within sections 3.2 to 3.6 of the submitted report, be endorsed.
- (c) That the actions taken to continue to improve the delivery of the scheme in Leeds, as detailed within sections 3.12 to 3.13 of the submitted report, be noted.

27 Procurement of Residential and Nursing Placements (Residential Governance Quality Framework and Fees)

Further to Minute No. 68, 7th September 2011, a report from the Director of Director of Adult Social Services was submitted which sought the necessary authority to proceed with a procurement exercise in regard to the Residential Quality Governance Framework and associated fees for Older Peoples care homes in Leeds.

Members welcomed the cross-party approach which had been taken in respect of this matter, which had led to the proposals detailed within the submitted report.

Following consideration of Appendices 2 and 3 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the Board's agreement be given to the adoption of the quality framework approach and the associated recommended fee structure, as set out within the submitted report, which follows on from the work of the Advisory Board and the extensive collaboration to achieve a new business relationship with Independent Sector providers of residential and nursing care for older people.
- (b) That the Board's agreement be given to the initiation of a procurement process to commence immediately, and that it be noted that the Director of Social Services will take a delegated decision to award the framework contracts in accordance with the Council's scheme of delegations, in order to ensure that the recommended quality framework and fee structure can be implemented from the 1st October 2012.
- (c) That the Board's agreement be given to the proposal that the recommended new monitoring arrangements are put in place in order to assure the intended improvements in quality.
- (d) That the Board's agreement be given to the proposal that the risks and mitigation plans are implemented with regard to the financial risks identified.

28 Design and Cost Report: Capital Expenditure : Proposed Refurbishment of Harry Booth House to an Intermediate Care Facility

Further to Minute No. 67, 7th September 2011, a report from the Director of Adult Social Services was submitted which sought approval to the design proposals for the Harry Booth House Intermediate Care scheme, as described within the submitted report. In addition, the report sought approval to the outline scheme design proposals for the proposed refurbishment of Harry Booth House, a related injection into the Capital Programme, together with the necessary authority to spend.

Following consideration of Appendix 1 to the submitted report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the outline scheme design proposals for the proposed refurbishment of Harry Booth House, as described in the submitted report, at an estimated total cost of £2,487,000, be approved.
- (b) That an injection of £1,902,000 into existing Capital Scheme No 16493 be authorised, comprising allocated funds of £90,000 from NHSABL, with the balance of £1,812,000 funded via borrowing from the savings identified in the project business case.
- (c) That approval be given to the authority to spend £2,487,000 in order to deliver the scheme, including £675,000 from allocated funds from NHSABL included in Capital Scheme No 16493 on the proposed refurbishment of Harry Booth House to create an Intermediate Care Unit.

RESOURCES AND CORPORATE FUNCTIONS

29 2011/2012 Year End Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting a summary of the year-end (quarter four) performance data for 2011/2012, which provided an update on progress in delivering the Council Business Plan 2011-2015 and the City Priority Plan 2011-2015.

Members noted that the performance data within the submitted report would be considered in detail by the relevant Scrutiny Boards.

Responding to an enquiry, it was undertaken that the Member in question would be provided with the further information which he had requested in respect of 'missed bins'.

RESOLVED – That the contents of the submitted report, together with the performance issues identified, be noted.

30 Financial Performance - Outturn Financial Year ended 31st March 2012

The Director of Resources submitted a report on the Council's financial outturn position for 2011/2012 for both revenue and capital, and also included details in respect of the Housing Revenue Account. In addition, the report presented information on major variations on the revenue account from the provisional outturn reported to the May 2012 Executive Board and also reported on the final position of Schools and the Arms Length Management Organisations (ALMOs). Finally, the report highlighted the current position regarding other key financial health indicators including Council Tax and National Non-Domestic Rates (NNDR) collection statistics, sundry income and prompt payments.

The Board thanked officers for all of their efforts which had led to the Council in achieving its current financial position.

A reference was made to the budgets held by individual schools, and highlighted that further consideration needed to be given to this matter.

RESOLVED – That the contents of the submitted report be noted.

31 Localised Council Tax Support Scheme

The Director of Resources submitted a report which presented a proposal for a local Council Tax Support scheme for 2013/2014. In addition, the report sought approval to undertake a public consultation exercise on the proposed scheme, with the outcomes from the consultation being presented to a future Executive Board along with a recommendation for a local Council Tax Support scheme.

Having noted that the Council was required to adopt a local working age scheme by 31st January 2013, the Board received reassurances regarding the proposed timescales detailed within the submitted report which related to the development and adoption of such a scheme. Further to this, the Board noted that a further report containing the recommendations for the scheme would be submitted to the Board in January 2013, although efforts would be made to submit it to an earlier meeting, if at all possible. Responding to a Member's enquiry, the Board noted that other local authorities were in a similar position to Leeds, with respect to timescales.

RESOLVED –

- (a) That the proposed consultation exercise on the draft Council Tax Scheme, as set out within the submitted report, be approved.
- (b) That approval be given to the inclusion within that consultation (detailed at resolution (a) above) of proposals to amend Council Tax discounts and exemptions schemes for empty properties in Leeds.
- (c) That a report be submitted to Executive Board no later than January 2013, with a recommendation for the local Council Tax Support scheme from 2013/2014 that has considered the responses from the consultation exercise.

DEVELOPMENT AND THE ECONOMY

32 Deputation to Council - Young People Seeking a 20 MPH speed limit on Haven Chase, Cookridge

The report of the Director of City Development submitted a report which responded to the deputation presented to Council on the 28th March 2012 by the Young People of Haven Chase, Cookridge, regarding the provision of a 20mph speed limit.

RESOLVED –

- (a) That a letter be written to Ella Craggs thanking her for her excellent presentation on the traffic issues on Haven Chase, Cookridge, and outlining the manner in which we will meet the request contained in her deputation.
- (b) That the intention to expand the planned proposal for a 20mph scheme covering the Silk Mill area and Tinshill Pupil Referral Unit be noted, so as to incorporate Haven Chase and nearby streets, which will be progressed as part of the forward programme of priority schemes, to expand the coverage of such priority schemes in areas surrounding schools.
- (c) That it be noted that the Council's Speed Indicator Device (SID) is available for the local community to use in order to raise awareness amongst motorists of traffic speed issues both for Haven Chase and other areas of the city.

DATE OF PUBLICATION: 22ND JUNE 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 29TH JUNE 2012

(Scrutiny Support will notify Directors of any items called in by 12.00pm on 2nd July 2012)

Draft minutes to be approved at the meeting
to be held on Wednesday, 18th July, 2012

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 2ND APRIL, 2012

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, A Blackburn,
B Chastney, N Dawson, R Grahame,
J Hardy, A Lowe, C Macniven and R Wood

CHAIR'S OPENING REMARKS

The Chair reported that today's meeting would be the last with Councillor Ben Chastney in attendance following his decision to stand down at the May Local Elections.

In paying tribute the Chair thanked Councillor Chastney for his valuable contributions he'd made during his time on Scrutiny Board (Resources and Council Services). Board Members joined the Chair in expressing their best wishes for the future

81 Late Items

The Board accepted the inclusion of a late item "People Plan Reporting Framework. The report was not available at the time of agenda publication, but it was considered in the best interest of all parties concerned that the matter be considered without delay (Minute No. 86 refers)

82 Declarations of Interest

Councillor Ron Grahame declared a personal interest in relation to Agenda Item Nos. 8 & 9 People Plan Reporting Framework and Commercial Services Fleet Services, in his capacity as a Member of the GMB Union. (Minute No. 86 & 87 refers)

Councillor Hardy declared a personal interest in relation to Agenda Item No.9 Commercial Services Fleet Services, having recently used the service for an MOT inspection. (Minute No. 87 refers)

83 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor J L Carter

84 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 5th March 2012 be confirmed as a true and correct record

85 Asset Management

The Head of Scrutiny and Member Development submitted a report setting out details of two issues raised at the January meeting of this Board which require further scrutiny:

- Changing the Workplace and the opportunities that this presents to support the release of property assets
- Improved processes that had been implemented to speed up the disposal of surplus property assets

Councillor Keith Wakefield, Leader of Council, James Rogers, Assistant Chief Executive (Customer and Access Performance) Christine Addison, Acting Chief Asset Management Officer, City Development, Jane Watson, Head of Business and Improvement, Chris Gomersall, Head of Property Services and Anne Chambers, Head of Corporate Property Management) attended the meeting and responded to Members questions and comments.

In brief summary, the main areas of discussion were:

- Community Involvement in Local Authority Assets and service provision
- Timescales around the surplus/ disposal process
- Options for alternative use
- Consultation process for asset disposal
- Changing the workplace and having the right buildings for the workforce and service delivery
- Building lease commitments
- The methodology used by ALMO's to dispose of surplus property

(During the course of the discussion it became apparent that Councillor Hardy had a conflict of interest as a consequence of his employment. Councillor Hardy declared a pecuniary interest and vacated the meeting)

RESOLVED – That the contents of the report be noted

86 People Plan Reporting Framework

The Chief Officer HR submitted a report which provided details of the February 2012 People Plan scorecard information and sought the Boards views on the format and frequency of receiving updates.

Lorrain Hallam, Chief Officer HR attended the meeting and responded to Members questions and comments

In brief summary, the main areas of discussion were:

- The introduction of a new Appraisal System
- The possible correlation between appraisals and absenteeism

- The use of Agency Staff – Further detailed information was requested
- Suggested amendments to the Scorecard; including introducing targets year on year, including comparisons with core cities

The Chair thanked the Chief Officer HR for her attendance and contribution

RESOLVED –

- (i) That the Board receive the year end figures in June and thereafter on a quarterly basis
- (ii) That the suggested amendments to the scorecard be considered
- (iii) Further information be provided on temporary staff, including a breakdown of staff numbers, the types of work involved, costs, and the duration of employment

87 Commercial Services Fleet Services

The Chief Commercial Services Officer submitted a report which provided an update on the Authority's fleet replacement programme, influences of alternative fuels, apprentices and the generation of additional income around MOT testing facilities

Sarah Martin, Commercial Services Officer, City Services and Terry Pycroft, Head of Fleet Services, City Services attended the meeting and responded to Members questions and comments

In brief summary, the main areas of discussion were:

- Possible collaboration with Redhall Services on vehicle maintenance
- The implications for retaining vehicles over a longer period
- An analysis of the effectiveness of alternative fuel usage
- CPC training
- Apprenticeship scheme
- Improving links with the local community

In drawing the discussion to a conclusion the Chair said that this was a positive report with good progress made.

The Chair thanked officers for their attendance and contributions

RESOLVED – To note and welcome the further information provided in respect of the operation of the Fleet Services Division of the Resources Directorate

88 Date and Time of Next Meeting

RESOLVED – To note that arrangements for the next meeting will be confirmed following the Annual Meeting of Council on 21st May 2012

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 15TH MARCH, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors G Driver, P Ewens, B Gettings,
A Khan, A Lamb, P Latty, K Maqsood,
A McKenna, M Rafique and K Renshaw

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)
Ms A Craven – Parent Governor Representative (Primary)
Ms J Ward – Parent Governor Representative (Secondary)
Ms N Cox – Parent Governor Representative (Special)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative
Mrs S Hutchinson – Early Years Representative
Ms T Kayani – Leeds Youth Work Partnership Representative
Ms J Morris-Boam – Young Lives Leeds

74 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of the Scrutiny Board (Children and Families).

75 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda, the draft scrutiny inquiry report in relation to service redesign for children with disabilities, special educational needs and additional health needs. This late information was not available at the time of agenda despatch. (Minute No. 81 refers)

76 Declarations of Interest

There were no declarations of interest.

77 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Co-opted Member, Ms C Foote.

78 Minutes - 9th February 2012

RESOLVED – That the minutes of the meeting held on 9th February 2012 be approved as a correct record.

79 **Scrutiny Inquiry - Session 2 - Increasing the number of young people in Employment, Education or Training**

The Head of Scrutiny and Member Development and the Director of Children's Services submitted reports which presented evidence in line with Session 1 of the Scrutiny Board's Inquiry into increasing the number of young people in employment, education or training (EET).

The following information was appended to the report:

- Leeds City College NEET strategy, approved in March 2010
- Young Job Seekers allowance claimants over time / area breakdown
- Preliminary investigation into the length of time young people were not in employment, education or training (NEET)
- Specification for Parent Carer Learning.

The following Executive Member, officers and external representatives attended the meeting and responded to Members' questions and comments:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Gary Milner, Head of 14-19 Strategy, Children's Services
- Paul Brennan, Interim Director for School Improvement
- Mary Brittle, NEET Performance Manager
- Karen Roberts, Operations Director at igen
- Diane Wilson, Head of Faculty (Foundation Learning) at Leeds City College.

The key areas of discussion were:

- Experiences of young people following the recent working group visit to igen, particularly concerns about the lack of apprenticeships and work placements. Leeds City College provided short and full time courses to meet range of learning needs. The courses were destination led. The main challenge facing the college was financial support.
- Concern about the lack of a city-wide strategy to NEET. It was advised that a learning support plan was in place and it was agreed to provide the Scrutiny Board with a copy of this information. Members also considered development of a strategy as part of the Leeds Guarantee.
- Support for families to raise aspirations and encouraging parents to sign-up to adult courses and improved learning.
- Greater support needed for parents with childcare issues.
- Issues associated with parents that had low aspirations for their children.
- Emphasis of the need to be provided with numbers as well as percentages in the report.
- Development of cluster approach to targeted learning.
- Concerns about the need to strengthen joined up working arrangements across providers.
- The impact of the changing role of academies.

Minutes approved as a correct record
at the meeting held on Thursday, 26th April, 2012

- The need to develop employment skills that were interchangeable.
- The benefits of volunteering and links with the Leeds Involvement Strategy.

RESOLVED – That the relevant issues considered be incorporated in the draft report of the Scrutiny Board’s inquiry.

(Councillor A McKenna withdrew from the meeting at 11.30pm at the conclusion of this item.)

80 2011/12 Quarter 3 Performance Report

The Assistant Chief Executive (Customer Access and Performance) / Director of Children’s Services submitted a joint report which presented a summary of the quarter 3 performance data relevant to the Scrutiny Board (Children and Families).

The following information was appended to the report:

- Performance Reports for the City Priority Plan (CPP)
- Children’s Services Directorate Priorities and Indicators.

The following Executive Member and officer attended the meeting and responded to Members’ questions and comments:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children’s Services

Members briefly discussed the need for further explanation on the outcomes for young people in the Children’s Services Directorate Scorecard section on ‘keep within budget’.

RESOLVED – That the contents of the report and appendices be noted.

81 Inquiry into Service Redesign - Services for children with disabilities, special educational needs and additional health needs - Draft final report and recommendations

The Head of Scrutiny and Member Development submitted a report which presented the conclusions and recommendations arising from the Scrutiny Board’s inquiry into service redesign for children with disabilities, special educational needs and additional health needs.

The following Executive Member and officers attended the meeting and responded to Members’ questions and comments:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children’s Services
- Peter Marrington, Head of Scrutiny and Member Development
- Kate Arscott, Principal Scrutiny Adviser.

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The Scrutiny Board briefly discussed seeking an assurance from the Children's Services Directorate about whether aspects of the report and recommendations remained valid.

RESOLVED –

- (a) That the Scrutiny Board's final report and recommendations be approved.
- (b) That a formal response to the recommendations be produced in line with normal procedures for scrutiny inquiry reports.
- (c) That the formal response addresses the Scrutiny Board's concerns about whether aspects of the report and recommendations remained valid.

82 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, minutes of the Executive Board meeting held on 10th February 2012, and an extract from the Forward Plan of Key Decisions for the period 1st March 2012 to 30th June 2012.

Sandra Newbould, Principal Scrutiny Adviser, informed Members that a further inquiry session into increasing the number of young people into EET was planned to take place in April, particularly focussing on early prevention of young people becoming NEET and managing careers provision.

RESOLVED – That the work programme be approved.

83 Date and Time of Next Meeting

Thursday, 26th April 2012 at 9.45am with a Pre Meeting for Board Members at 9.15am

(The meeting concluded at 12.12pm.)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 26TH APRIL, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors G Driver, P Ewens, B Gettings,
J Hardy, A Khan, A Lamb, K Maqsood,
M Rafique, K Renshaw and G Wilkinson

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary)

Ms J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative

Ms J Morris-Boam – Young Lives Leeds

84 Chair's Opening Remarks

The Chair thanked all Members of the Scrutiny Board for their hard work throughout the 2011/12 municipal year, particularly the contributions of Councillors Driver and Ewens, who were standing down at the forthcoming local elections.

85 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair admitted to the agenda, the following late information:

- Agenda item 10 – Scrutiny Inquiry Report – Combating Child Poverty and Raising Aspirations (Minute No. 93 refers)
- Agenda item 11 – Scrutiny Inquiry Report – Improving School Attendance (Minute No. 94 refers).

86 Declarations of Interest

All Members of the Scrutiny Board declared a personal interest in agenda item 7, Scrutiny Inquiry Session 3 – Increasing the number of young people in Employment, Education or Training (EET), in their capacity as Governors at various primary and secondary schools across Leeds. (Minute No. 90 refers)

87 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors P Latty and A McKenna and Co-opted Members, Ms N Cox, Mrs S Hutchinson and Ms T Kayani. Notification had been received that Councillor J Hardy was to substitute for Councillor A McKenna and Councillor G Wilkinson for Councillor P Latty.

Minutes approved as a correct record
at the meeting held on Wednesday, 20th June 2012

88 Minutes - 15th March 2012

RESOLVED – That the minutes of the meeting held on 15 March 2012 be approved as a correct record.

89 Matters arising from the minutes

Minute No. 82 – Work Schedule

The Chair referred to Minute No. 224 of the Executive Board held on 7 March 2012. Members were informed that there had been a request for scrutiny in relation to 'Basic Need 2012: Carr Manor and Roundhay: All Through Schools Revised Costs'. It was advised that this matter would be considered at the June Scrutiny Board meeting.

90 Scrutiny Inquiry Session 3 – Increasing the number of young people in Employment, Education or Training (EET)

The Director of Children's Services submitted a report which presented evidence in line with session 3 of the Scrutiny Board's inquiry into increasing the number of young people in employment, education or training (EET).

The following information was appended to the report:

- The Education Act 2011 – The duty to secure independent and impartial careers guidance for young people in schools – statutory guidance for schools
- NEET data and analysis
- Draft Seacroft Manston Cluster NEET Action Plan – April 2012
- The 11-19 (25) Learning and Support Partnership – Terms of Reference
- Leeds 11-19 (25) Learning and Support Plan 2011-2015.

The following Members, officers and external representatives attended the meeting and responded to Members' questions and comments:

- Councillor Blake, Executive Member (Children and Families)
- Councillor Dowson, Chair of 11-19 Learning and Support Partnership
- Nigel Richardson, Director of Children's Services
- Gary Milner, Head of 14-19 Strategy, Children's Services
- Andrea Cowans, 14-19 Learner Support Manager
- Georgiana Sale, Headteacher – City of Leeds High School
- Jill Wood, Headteacher – Little London Primary School
- Mark Smith, Cluster Manager – Seacroft and Manston

The key areas of discussion were:

- Further information to be provided to the Scrutiny Board in relation to youth contract funding for 16-17 age group.
- Investment in information and guidance services.

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- Greater support for vulnerable families.
- Support for schools and other providers, particularly through the work of Leeds Pathways.
- Concerns about socially disadvantaged families and establishing a city wide response to this through restorative practices, e.g. family group conferencing.
- The benefits of intensive mentoring support.
- Concerns about those individuals that were homeless or living in temporary accommodation.
- Data protection constraints to tackling individual cases.
- The impact of welfare reform on vulnerable families.
- Development of role models at schools – Little London Primary School held ‘World at Work Wednesdays’ which focussed on a different profession each week.
- The importance of developing good practice and consistency across clusters.
- The role of youth services, particularly in tackling ‘not known’ figures.
- Establishment of key business partners across all primary and secondary schools.

RESOLVED – That the relevant issues considered be incorporated in the draft report of the Scrutiny Board’s inquiry.

91 Response to Scrutiny inquiry report – external placements

The Director of Children’s Services submitted a report in response to the Scrutiny Board’s inquiry report on external placements.

The following Executive Member and officer attended the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services.

RESOLVED – That the proposed responses outlined in the report be approved.

92 Review of children’s homes

This item was deferred to the July Scrutiny Board (Children and Families).

93 Scrutiny Inquiry Report – Combating Child Poverty and Raising Aspirations

The Head of Scrutiny and Member Development submitted a report which asked Members to consider and agree the Scrutiny Board’s report following its inquiry into combating child poverty and raising aspirations.

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at the meeting held on Wednesday, 20th June 2012

The following Executive Member and officers attended the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services
- Kate Arscott, Principal Scrutiny Adviser.

Members emphasised the importance of further work in relation to child poverty. It was suggested that this could be reflected in the draft scrutiny inquiry report.

Members agreed that additional supporting information was required in the report which explained the inquiry in more detail, however that they were happy with the recommendations contained in the report.

RESOLVED –

- (a) That the draft scrutiny inquiry report be amended to reflect the need for further work in relation to child poverty.
- (b) That subject to the addition of supporting information and the comments above, the Scrutiny Board's recommendations contained in the report following its inquiry into combating child poverty and raising aspirations, be approved.

94 Scrutiny Inquiry Report – Improving school attendance

The Head of Scrutiny and Member Development submitted a report which asked Members to consider and agree the Scrutiny Board's report following its inquiry into improving school attendance.

The following Executive Member and officers attended the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services
- Jancis Andrews, Head of Service, Attendance Strategy.

RESOLVED – That the Scrutiny Board's report following its inquiry into improving school attendance, be approved.

(The meeting concluded at 11.51am.)

SCRUTINY BOARD (CHILDREN AND FAMILIES) – CALL-IN MEETING

THURSDAY, 26TH APRIL, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors G Driver, P Ewens,
P Grahame, J Hardy, A Khan, A Lamb,
K Maqsood, M Rafique and G Wilkinson

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary)

Ms J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative

Ms J Morris-Boam – Young Lives Leeds

95 Declarations of Interest

All Members of the Scrutiny Board declared a personal interest in agenda item 7, Call-In – Annual Consultation on Admission Arrangements for September 2013, in their capacity as Governors at various primary and secondary schools across Leeds. (Minute No. 98)

Mr T Britten declared a personal interest in agenda item 7, Call-In – Annual Consultation on Admission Arrangements for September 2013, in his capacity as a Member of Leeds Admission Panel. (Minute No. 98 refers)

96 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors B Gettings, P Latty, A McKenna and K Renshaw and Co-opted Members, Ms N Cox, Mrs S Hutchinson and Ms T Kayani. Notification had been received that Councillor P Grahame was to substitute for Councillor K Renshaw, Councillor J Hardy for Councillor A McKenna and Councillor G Wilkinson for Councillor P Latty.

97 Call In of Decision - Briefing Paper

The Head of Scrutiny and Member Development submitted a report regarding the procedural aspects of the call-in process.

Members were advised that the options available to the Scrutiny Board in respect of this particular called-in decision were:

Option 1 – Release the decision for implementation Having reviewed the decision, the Scrutiny Board (Children’s Services) could decide to release it for implementation. If this option was chosen, the decision would be released for immediate implementation and the decision could not be called-in again.

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Option 2 – Recommend that the decision be reconsidered The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chose this option then a report would be submitted to the Executive Board. In the case of an Executive Board decision, the report of the Scrutiny Board would be presented to the next available meeting. The Executive Board would reconsider its decision and would publish the outcome of its deliberations within the minutes of the meeting. The decision could not be called-in again whether or not it is varied.

RESOLVED – That the report outlining the call-in procedures be noted.

98 Call-In - Annual Consultation on Admission Arrangements for September 2013

The Head of Scrutiny and Member Development submitted a report, together with relevant background papers, relating to a decision of the Executive Board meeting held on 11 April 2012.

The decision had been called-in for review by Councillors A Lamb, P Wadsworth, B Anderson, G Latty and D Cohen on the following grounds:

‘Concerns around the move to five school preferences, specifically consultation on the decision, which Councillors believe was insufficient. Also concerns that the new preference system misrepresents the choices available to parents and concerns around how the data will be used to justify the position in relation to school choice.’

The Scrutiny Board considered the following written evidence:

- Copy of completed Call-In request form
- Report of the Director of Children’s Services
- Relevant extract of Executive Board minutes of 11 April 2012.

Councillor A Lamb attended the meeting to present the request for call-in.

The following Executive Members and officers were in attendance to explain the reasons for making the decision:

- Councillor Blake, Executive Member (Children’s Services)
- Councillor Dowson, Advisory Executive Member
- Nigel Richardson, Director of Children’s Services
- Sarah Sinclair, Chief Officer – Strategy, Commissioning and Performance, Children’s Services
- Stuart Gosney, Head of Capacity Planning and Sufficiency, Children’s Services.

In explaining the reasons for calling in the decision, the key areas of discussion were:

- Concern that the change from 3 to 5 preferences would result in a greater number of parents not being allocated their first preference.
- Concern that there were insufficient good schools for parents to choose from and that greater emphasis should be directed towards achieving this.

In explaining the reasons for making the decision, officers made the following comments:

- The main reason behind the change was to provide parents with greater choice in stating their preferences, e.g. in some urban areas parents had 20 schools to choose from within a reasonable walking distance.
- Some neighbouring local authorities operated 5 preference system which disadvantaged Leeds parents, e.g. there were cases involving Bradford parents that had been allocated their 4th or 5th preference at Leeds' schools.
- Confirmation that there would be no changes to the reporting mechanism which identified the number of children allocated to their choice of schools currently broken down by first, second and third choice preferences.

RESOLVED – That the report and information provided be noted.

(Ms J Ward withdrew from the meeting at 12.30pm during the consideration of this item.)

99 Outcome of Call-In

Following consideration of the evidence presented and the options available to them, the Board resolved that:

Option 1 – Release the decision for implementation was the most appropriate action.

RESOLVED – That the decision of the Executive Board held on 11 April 2012 in relation to Annual Consultation on Admission Arrangements for September 2013, be immediately released for implementation.

(The meeting concluded at 12.55pm.)

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SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 7TH JUNE, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors B Atha, B Gettings, G Hussain,
J Illingworth, A Khan, A Lamb, P Latty,
K Renshaw, A Sobel, B Urry

CO-OPTED MEMBERS (VOTING):

Ms J Ward – Parent Governor Representative (Secondary)

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items.

4 Declarations of Interest

Councillor J Chapman declared a personal interest in Agenda item 7, Call In – LCC13002: Young Carers. Due to having donated various tickets to events to 'Willow Young Carers'. Minute No. 7 refers.

Councillor S Bentley, signatory to the Call In, declared a personal interest in Agenda item 7, Call In – LCC13002: Young Carers. Due to involvement with 'Willow Young Carers'. Minute No. 7 refers.

5 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors Charlwood, Coulson, C Gruen, M Rafique and Co-opted Members; Ms A Craven and Ms N Cox.

Councillors Urry, G Hussain, Atha and Illingworth were in attendance as substitutes.

6 Call-in of Decision - Briefing Paper

The report of the Head of Scrutiny and Member Development informed Members of the Call In arrangements in accordance with the Council's Constitution and the options of action available to the Board. It was reported that the following options were available to the Board:

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- Release the decision for implementation; and
- Recommend that the decision be reconsidered.

7 Call-In - LCC13002: Young Carers

The report of the Head of Scrutiny and Member Development presented the background papers to a decision which had been Called In in accordance with the Council's Constitution. The decision was a Delegated Decision Notice LCC13002: Young Carers.

The Chair welcomed the following to the meeting:

- Councillor S Bentley – Signatory to the Call In;
- Councillor A Lamb – Signatory to the Call In and Member of the Board;
- Councillor J Blake – Executive Member for Children's;
- Nigel Richardson – Director of Children's Services;
- Paul Bollom – Interim Lead Commissioner for Children's Services; and
- Ian Dunn – Strategic Category Manager.

Councillor S Bentley outlined the reasons for the Call In of the decision. These included the following:

The lack of information contained with the report accompanying the DDN which meant that the rationale behind the decision could not be understood

In response to the concerns raised , officers present raised the following issues:

That the decision had been taken to provide an enhanced service with the aim of reaching more young carers than had previously been possible with the arrangements that were in place. Officers highlighted that there was not being a cut to the services provided.

Councillor Blake, Executive Member for Children addressed the Board. She re-iterated that the changes planned to be made would improve the service provided to young carers; increase resources being put into the service and reach more young carers.

In response to Member comments and questions, the following issues were discussed by Members with Officers and Cllr Blake:

- the definition of the term 'young carer';
- how the proposed arrangements would operate in practice;
- the need for greater information to be included within reports to help Members and the public understand the changes being made to services provided by the Council.

Councillor Lamb was invited to summarise the reasons for calling in the decision and re-iterated earlier comments with an emphasis on the need for

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greater detail to be contained within reports accompanying DDNs and a need for a review of the decision making process.

In summary Members agreed that further work needed to be undertaken with regards the publication of decisions.

Members were asked to consider the options available to them.

8 Outcome of Call-In

Following a vote by Members present, it was

RESOLVED –

- (a) to release the decision for implementation; and
- (b) to request that the wider issue of report writing be raised with the Chief Democratic Services Officer.

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SCRUTINY BOARD (CHILDREN AND FAMILIES)

WEDNESDAY, 20TH JUNE, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors C Gruen, A Hussain, A Lamb,
P Latty, M Rafique, K Renshaw, A Sobel
and B Urry

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary))

Ms N Cox – Parent Governor Representative (Special)

CO-OPTED MEMBERS (NON-VOTING):

Mrs S Hutchinson – Early Years Representative

9 Chair's Opening Remarks

The Chair welcomed everyone in attendance to the June meeting of Scrutiny Board (Children and Families).

She particularly welcomed Councillors C Gruen, A Hussain, A Sobel and B Urry to their first meeting.

10 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Child Poverty Report (Agenda Item 14)(Minute 21 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website prior to the meeting.

11 Declarations of Interest

The following personal declaration of interest was made at the meeting:-

- Councillor A Lamb in his capacity as a Member on the Leeds Education Challenge Board (Agenda Item 9) (Minute16 refers)

12 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillor B Gettings, Councillor A Khan, Ms J Ward, Ms C Foote, Ms C Raftery, Ms T Kayani and Ms J Morris-Boam.

13 Minutes - 26th April 2012 (Ordinary and Call-In meetings) and 7th June 2012 (Call-In meeting)

RESOLVED – That the minutes of the following meetings be approved as a correct record:-

- a) Scrutiny Board (Children and Families) – 26th April 2012
- b) Scrutiny Board (Children and Families) (Call-In) – 26th April 2012
- c) Scrutiny Board (Children and Families) (Call-In) - 7th June 2012

14 Co-opted Members

The Head of Scrutiny and Member Development submitted a report on the options available with regards to the appointment of co-opted members to the Scrutiny Board.

Sandra Newbould, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

In her presentation she informed the Board that, to date, she was still awaiting details of a nomination for the Church of England diocese representative.

Discussion ensued on the contents of the report.

RESOLVED-

- a) That the contents of the report be received and noted.
- b) That the following be appointed as co-opted members to the Scrutiny Board for 2012/13:-

Co-opted Members (Voting)

Mr E A Britten	- Church Representative (Catholic)
Vacancy	- Church Representative (Church of England)
Ms A Craven	- Parent Governor Representative (Primary)
Ms J Ward	- Parent Governor Representative (Secondary)
Ms N Cox	- Parent Governor Representative (Special)

Nominated Co-opted Members (Non-Voting)

Ms C Foote	- Teacher Representative
Ms C Rafferty	- Teacher Representative
Mrs S Hutchinson	- Early Years Representative
Ms T Kayani	- Leeds Youth Work Partnership Representative
Ms J Morris-Boam	- Young Lives Leeds

15 Changes to the Council's Constitution

The Head of Scrutiny and Member Development submitted a report on the changes to the Council's Constitution in relation to Scrutiny.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Scrutiny Board (Children and Families) – Council Committees’ Terms of Reference (Appendix 1 refers)

Sandra Newbould, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members’ queries and comments.

Discussion ensued on the contents of the report and appendices.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the amendments to the Council’s Constitution in accordance with the report now submitted.

16 Presentation by Children's Services - Leeds Education Challenge

The Head of Scrutiny and Member Development submitted a report advising Members of a verbal presentation to be given regarding the Leeds Education Challenge which was an ambitious city – wide campaign to accelerate improvement in learning outcomes for 180, 000 children and young people.

The following representatives were in attendance and responded to Members’ queries and comments:-

- Councillor J Blake, Executive Board Member
- Paul Brennan, Deputy Director – Learning, Skills and Universal Services, Children’s Services
- Simon Flowers, Headteacher (Carr Manor)
- Sarah Ruddy, Headteacher (Bankside)

At the request of the Chair, Paul Brennan, Deputy Director – Learning, Skills and Universal Services, Children’s Services gave a brief presentation regarding the Leeds Education Challenge which covered the following specific areas:-

- Realigning resources
- Developing a school led improvement strategy
- Ensuring equality
- Promoting challenge, partnership and innovation

At the conclusion of the presentation, detailed discussion ensued on the key areas.

In summary, specific reference was made to the following issues:-

- clarification of how the department were addressing the drop in levels in relation to Key Stage 1 and Key Stage 2
(The Deputy Director – Learning, Skills and Universal Services, Children’s Services responded and confirmed that a dialogue was being undertaken on this issue with individual schools. He made specific reference to a Governing Conference entitled ‘Landscape of Learning’ which was due to be held on 28th June 2012 at 9.00am at

Elland Road Football Ground where Chair's of Governors would be invited to attend. The Conference was also open for all Board Members to attend. The Executive Board Member also briefed the meeting on the extensive work being undertaken around Governance arrangements and confirmed that the role of Governor was developing well with a consistent approach required throughout the city)

- the need for the Board to acknowledge that Governors had a duty in running the school
- clarification if the changes around Corporative Trust Schools and Academies would make a real difference for our children
(The Deputy Director – Learning, Skills and Universal Services, Children's Services responded and informed the meeting that supporting standards of achievement was the key in this area and that Governors needed to be asked that question)
- clarification if any Academies had opted to 'buy out' of the Leeds Education Challenge
- concerns expressed that Early Year's had not been referred to in today's presentation and that an urgent review of this issue was now required
(The Deputy Director – Learning, Skills and Universal Services, Children's Services responded and informed the meeting that parts of the structure of Leeds Education Challenge did include reference to Early Years, especially around post 16 provision. The Executive Member confirmed that Early Year's was crucial to the work being undertaken)
- concerns expressed over persistent absences and clarification of how the department would achieve the national average in time
(The Deputy Director – Learning, Skills and Universal Services, Children's Services responded and informed the meeting that there had been a recent significant change in this area with Primary schools who were now achieving a position of 61st in the national average tables)
- the need for the Board to acknowledge that leadership of schools was a key element with a requirement for Headteachers, Governors and parents leading the initiative, especially in BME communities
- concerns expressed around poor results in GCSE maths and English
(The Deputy Director – Learning, Skills and Universal Services, Children's Services responded and outlined the procedures in place in relation training teachers and recruitment measures to support the changes. He also stipulated that achievement in Maths and English was a concern at all stages)

In concluding, the Chair thanked officers for an informative and helpful presentation which would form part of the discussions when considering the Board's work programme.

RESOLVED-

- a) That the contents of the report be received and noted.
- b) That the presentation on Leeds Education Challenge be noted and welcomed.

Draft minutes to be approved at the meeting
to be held on Thursday, 26th July, 2012

(Councillor A Lamb left the meeting at 11.25am at the conclusion of the above item)

17 **2011/12 Quarter 4 Performance Report**

The Assistant Chief Executive (Customer Access and Performance) submitted a report summarising the quarter 4 performance data relevant to the Scrutiny Board.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appendix 1a – Performance Reports for the 3 City Priority Plan
- Appendix 1b – Children’s Services Directorate Priorities and Indicators
- Appendix 1c – Summary of performance for all the Children and Young People’s Plan priorities. NB full performance reports for each priority is available on request.
- Appendix 2 – Proposed changes to the Council Business Plan

The following representatives were in attendance and responded to Members’ queries and comments:-

Councillor J Blake, Executive Board Member

Paul Brennan, Deputy Director – Learning, Skills and Universal Services, Children’s Services

Sue Rumbold – Chief Officer, Partnership Development and Business Support – Children’s Services

Peter Storrie – Head of Performance and Improvement – Children’s Services,

In summary, specific reference was made to the following issues:-

to welcome the fact that there were no red indicators contained within the scorecards.

- clarification if any academic research was undertaken in relation to key stage issues
(The Deputy Director – Learning, Skills and Universal Services, Children’s Services responded and confirmed that officers did focus on university research in this area which was rolled out across schools and to interested parties)
- clarification of the quarter 4 increases in Looked After Children numbers and the overspend in the budget.
(The Chief Officer, Partnership Development and Business Support – Children’s Services responded confirming the current position reflects a reduction in Looked after Children and the budget position was not in overspend. Board Members welcomed this information)

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the quarter 4 performance information and the issues which had been highlighted.
- c) That Board Members be requested to provide challenge and feedback on the proposed changes to the Council Business Plan to ensure that this plan remains both challenging but also realistic and achievable.

(Councillor A Hussain left the meeting at 11.40am during discussions of the above item)

18 Equality Improvement Priorities 2011-2015

The Assistant Chief Executive (Customer Access and Performance) submitted a report on the new Equality Improvement Priorities and revised Equality and Diversity Policy.

Appended to the report were copies of the following appendices for the information/comment of the meeting:-

- The Equality Improvement Priorities 2011 – 2015 (Appendix 1 refers)
- Equality and Diversity Policy 2011-2015 (Appendix 2 refers)

The following representatives were in attendance and responded to Members' queries and comments:-

- Lelir Yeung, Head of Equality, Customer Access and Performance
- Mr G Turnbull, Senior Policy and Performance Officer, Customer Access and Performance

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the equality outcomes in performance reports relevant to this Board be noted.

19 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report on potential sources of work for the Scrutiny Board.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Children and Young People's Plan 2011-15 – Refresh April 2012, Extract from the Health and Wellbeing City Priority Plan 2011 to 2015 and Extract from the Safer Leeds Partnership Plan 2011-2015 (Appendix 1 refers)
- Executive Board – Minutes of a meeting held on 16th May 2012 (Appendix 2 and 3 refers)
- Forward Plan of Key Decisions for Scrutiny Board – Children and Families – 1st June 2012 – 30th September 2012 (Appendix 4 refers)

- Table of Scrutiny Inquiries and Statements relating to Children and Families (Appendix 5 refers)

Sandra Newbould, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

The following representatives were in attendance and responded to Members' queries and comments:-

- Councillor J Blake, Executive Board Member
- Paul Brennan, Deputy Director – Learning, Skills and Universal Services, Children's Services

For the benefit of the meeting, the Chair invited all Board Members to have an input in relation to their own preferred sources of work for the Scrutiny Board.

In summary, the following sources of work was put forward for consideration/discussion:-

- Early Years, providing good foundations and giving children the best start in education.
- Independent Children's Homes and Private Fostering in Leeds
- Children Play provision
- Academies
- Achievement in Maths and English
- Continuation of the review of the Youth Service
- Review of Children's Services budget
- Safeguarding update

The Principal Scrutiny Adviser informed the Board the Board would receive reports on the budget at the July 2012 and at the January 2013 Board meeting.

She reminded the Board that there were would be ad hoc issues considered throughout the year and at the next meeting in July the Director of Children's Services would be invited to attend as usual.

In conclusion, the Chair thanked Board Members for their contributions for the sources of work and areas of priority.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the above issues be discussed as part of the Board's work schedule for the forthcoming Municipal Year (Minute 20 refers).

20 **Work Schedule**

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Draft Scrutiny Board (Children and Families) Work Schedule for 2012/2013 Municipal Year

Sandra Newbould, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

The following representatives were in attendance and responded to Members' queries and comments:-

- Councillor J Blake, Executive Board Member
- Paul Brennan, Deputy Director – Learning, Skills and Universal Services, Children's Services

Detailed discussion ensued on the contents of the report.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That priority be given to the following topics identified for Scrutiny and for them to be incorporated into the Board's work schedule for the coming year:-
 - Independent Children's Homes and Private Fostering in Leeds
 - Early Year's
 - Achievement in Maths and English
 - Children's Play Provision
 - Safeguarding
 - Academies
- c) That the Principal Scrutiny Adviser be requested to draw up terms of reference where appropriate, in conjunction with the Chair, and to seek Board Member feedback on the membership of working groups required during the year.

(Councillor K Renshaw left the meeting at 12.05pm during discussions of the above item)

(Councillor M Rafique left the meeting at 12.10pm during discussions of the above item)

21 **Child Poverty report**

The Head of Scrutiny and Member Development submitted a report on the Board's Inquiry into combating child poverty and raising aspirations.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Draft Scrutiny Inquiry Final report Combating child poverty and raising aspirations – 20th June 2012

Sandra Newbould, Principal Scrutiny Adviser, Scrutiny Support presented the report and responded to Members' queries and comments.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Board's Inquiry report and the supplementary information supporting the recommendations already agreed following its inquiry into combating child poverty and raising aspirations.

22 Date and Time of Next Meeting

Thursday 26th July 2012 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.15pm)

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 22ND MARCH, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, S Bentley, C Fox,
M Lyons, J Matthews, V Morgan,
P Wadsworth, B Anderson and P Grahame

63 Late Items

There were no formal late items of business to consider, however, the Chair agreed to accept supplementary information relating to transport data (Minute 68 refers which had been circulated to Members prior to the meeting

64 Declarations of Interest

The following Members declared personal interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillors Lyons and Morgan – Session 2 – Inquiry into the impact of existing major sources of travel movements within the City and the plans being made to address the impact of known future developments on the City's transport infrastructure – declared a personal interest as local authority appointed members of WYITA (minute 68 refers)

65 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors Cohen and G Hyde. The Board welcomed Councillors Anderson and P Grahame respectively as substitute members. Apologies were also received from Councillor D Atkinson.

66 Minutes

RESOLVED – That the minutes of the previous meeting held 23 February 2012 be agreed as a correct record

67 Quarter 3 Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a summary of the Quarter 3 performance data relevant to this Board which highlighted budget, transport and planning performance as key issues having regard to the Council's Business Plan and City Priorities. The report outlined seven priorities for consideration.

Councillor R Lewis, Executive Member, Development and the Economy, Councillor A Ogilvie, Executive Member, Leisure, Neil Evans, Director of Environment and Neighbourhoods and Paul Maney, Head of Strategic Planning, Policy and Performance attended the meeting. Apologies were received from Martin Farrington, Director of Development.

Mr Maney gave a brief resume of the current performance levels pertaining to his service area. This was followed by a brief resume from Mr Evans in terms of his service areas.

In brief summary, the main areas of discussion were:

- Clarification of the 'amber' classification and confirmation that this was used when there was sufficient evidence to show progress towards a 'green' classification.
- The usefulness of the current indicator to measure improved journey times and the reliability of public transport across the whole of the city. It was acknowledged that the current indicator was temporary and that Council officers were working with metro to develop a more meaningful measure.
- The need to continue to have constructive dialogue and collaborative working with bus companies, to ensure that they play their part in improving public transport.
- Fare banding and how this disadvantaged those taking shorter journeys
- Whether Section 106 monies could be used more strategically to help support the transport infrastructure, whilst acknowledging that there were restrictive conditions of some 106 funding.
- The need for the city to 'punch its weight' in terms of self promotion and marketing. The imminent arrival of the new Chief Executive for Marketing Leeds was acknowledged.
- The usefulness of using "the number of enquiries received from businesses seeking to locate in Leeds" as a sole measure of the success of Marketing Leeds and whether other indicators such as the number of visitors would be more illustrative.
- The need for the city to proactively celebrate its sporting and cultural 'offer'.

RESOLVED –

- a) To note the quarter three performance information and the issues raised
- b) To thank the elected Members and officers present for attending.

68 Session 2 - Inquiry into the impact of existing major sources of travel movements within the City and the plans being made to address the impact of known future developments on the City's transport infrastructure

The Board considered the report of the Director of City Development providing information to the second session of the Board's inquiry into transport challenges and issues in the City.

Members were also in receipt of a supplementary document relating to transport data sent out after the despatch of the agenda for the meeting.

The following officers attended the Inquiry Session:
Gary Bartlett, Chief Officer, Highways & Transportation

Minutes approved at the meeting held
Thursday, 19th April, 2012

Andrew Hall, Acting Head of Transport Policy
Tim Harvey, Transport Initiatives Manager

The report from the Director of City Development detailed to Board Members the drivers for developing a city centre transport strategy over the next 15 – 20 years, the challenges to be tackled, the objectives for the strategy. Members were also advised of the preliminary conclusions reached in drawing up the strategy. These were:-

- Separate Loops and local access measures such as traffic “cell systems” will better serve the accessibility and expansion of the city centre.
- City Square and access to the station can only be improved by reducing the volume of traffic, although provision for buses will continue to be needed.
- An increase in capacity at Armley Gyratory is needed to facilitate improvements to City Square and a reduction in the remaining through traffic passing through the city centre.
- The role of Meadow Lane Gyratory in South Bank can be played down only by the provision of new capacity further out of the city centre adjacent to the M621.
- The role of the M621 is critical to the city centre strategy and M621 Junction 3 should be reduced in significance and consideration given to the role of junction 2A.
- In due course traffic arrangements will need to reflect any future requirements of a high speed rail terminal.
- The role of the Inner Ring Road is likely to be a critical factor, particularly post 2030 when a longer term maintenance and operation strategy will be significant.

To further assist Members in their inquiry Mr Hall gave a brief presentation which focused on the timing and programmes for the roll out of the strategy. It was noted that this would be undertaken in three phases between 2012 and 2030.

In response to both the received report and presentation the following areas were discussed:-

- The implications for city centre traffic movements, for example Boar Lane, as a consequence of current building developments, for example Trinity and the Arena.
- The progress or otherwise of Network Rail increasing inward capacity at the city station

- The potential location of a high speed rail station and the location constraints as a result of the required length of platform.
- The acknowledgment that any high speed rail station had to integrate with other transport networks to be successful
- The creation of a Joint Programme Board with Metro, the City Council and Network Rail to facilitate joint working
- The need to ensure that future transport provision responds to new housing developments
- The need to strike the right balance between congestion management and the creation of a car unfriendly city. The acknowledgement that public choice in transport provision should be a driver
- Funding streams
- Park and Ride Strategy. It was noted that this would be discussed in greater detail in the April Board meeting

RESOLVED – To note the contents of the report and the comments made by Members

69 Highways and Transportation scheme consultation process update

The Board received a report from the Director of City Development updating Members on changes to Highways and Transportation's consultation procedures for Transportation schemes.

The following officers were in attendance:-

Gary Bartlett, Chief Officer, Highways & Transportation

Andrew Hall, Acting Head of Transport Policy

Tim Harvey, Transport Initiatives Manager

Members noted that the revised process was now in operation and would be used for new schemes for the 2012/13 capital programme.

Welcoming the review and the resulting changes in practice, Board Members stressed that it was imperative that local ward Members were always consulted on schemes as this would ensure feedback from communities where participation in public consultation exercises was often low. Similarly Members themselves should endeavour to offer a response to consultation.

A discussion was also held on the interpretation of the phrase 'public consultation'. It was acknowledged that 'consultation' implied a dialogue from which changes to original schemes could be asked for and made, rather than the presentation of a fait accompli, which should be classed as the giving of information.

It was also agreed that where asked for changes could not be accommodated full reasons should be given.

Members asked that further information be provided on the number of schemes that had changed as a result of consultation.

RESOLVED –

Minutes approved at the meeting held
Thursday, 19th April, 2012

- a) To note the content of the report
- b) That further information is provided on the number of schemes that had changed as a result of consultation.

(Councillors Lyons, Anderson and P Grahame left the meeting at the conclusion of this item)

70 Flood Risk Management Update

The Board received a report from the Council's Flood Risk Manager providing an update on Flood Risk Management.

Mr Peter Davis, Flood Risk Manager was in attendance along with Gary Bartlett, Chief Officer, Highways & Transportation

In summary the main areas of discussion were:-

- The respective roles of the Flood Risk Management Agencies
- The challenges experienced in working collaboratively to address flood issues
- The work undertake to tackle large scale flooding as well as 'local' area flooding

It was agreed that this important issue would remain on the Board's work programme and that a session to include other Flood Risk Management Agencies would be programmed for the 2012/13 municipal year.

RESOLVED –

- a) To note the content of the report
- b) To include a further session on this topic in the 2012/13 municipal year

71 Work Programme

The Head of Scrutiny & Member Development submitted a copy of the Work Schedule for the 2011/12 Municipal Year which had been populated with the priority areas for scrutiny as identified at previous meetings. Copies of the minutes of the Executive Board meetings held 7th March 2012 were attached for consideration along with a copy of the Forward Plan covering the period of 1 March to 30 June 2012.

On the advice of the Principal Scrutiny Advisor Members agreed to remove the scheduled discussion on the budget from the April agenda.

RESOLVED – To note the contents of the revised Work Programme

72 Date and time of next meeting

RESOLVED – To note the date and time of the next meeting as Thursday 19th April 2012 at 10:00 am

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 19TH APRIL, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, S Bentley, D Cohen,
C Fox, M Lyons, J Matthews, V Morgan
and P Wadsworth

73 Appeals Against Refusal of Inspection of Documents

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

74 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

75 Late Items

There were no late items. However the Chair admitted Supplementary with respect to Agenda Item 9. 'Scrutiny Inquiry Into Maximising Powers to Promote, Influence And Create Local Employment And Training Opportunities' which provided the draft scrutiny inquiry final report. Also admitted by the Chair was supplementary information with respect to Agenda Item 10. 'Scrutiny Inquiry Into The Engagement of Young People In Culture, Sporting And Recreational Activities' which provided the draft scrutiny inquiry final report.

76 Declarations of Interest

Councillor's Lyons and Morgan declared personal interests in Agenda Item 7 (Minute 79) refers as Members of the West Yorkshire Integrated Transport Authority.

77 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors D Atkinson and G Hyde.

78 Minutes

The Minutes of the Scrutiny Board (Sustainable Economy and Culture) held on 22nd March 2012 were approved as a correct record.

79 Session 3 - Inquiry into the impact of existing major sources of travel movements within the City, and the plans being made to address the impact of known future developments on the City's transport infrastructure.

The Acting Head of Transport Policy presented a report of the Director of Development which provided information to the third session of the Board's

inquiry into transport challenges and issues in the City as set out in the terms of reference agreed at their 1st December meeting 2011.

The following officers were in attendance:

Andrew Hall - Acting Head of Transport Policy

Gary Bartlett - The Chief Officer Highways and Transportation

Mark Philpott - Transport Projects Manager

The Board were advised of the Park and Ride proposals for the City as detailed in the report.

In response to the received report the following areas were discussed:

Consultation on placement of park and ride sites

The Board stressed to officers the importance of Ward Members and the public being fully consulted at an early stage on park and ride sites under consideration so that local people and elected Members were fully aware of what was happening in their ward.

Location of Park and Ride sites

The implications for the Bodington site if NGT is not approved by the DfT and the serious traffic congestion problems on the A660 road which could be addressed by a park and ride site at Bodington. The Board requested that careful consideration be given to the placement of sites to ensure that when in operation they genuinely have an impact on traffic congestion in Leeds.

The Board also sought confirmation from officers that future planned housing developments were taken into account when considering potential park and ride sites.

Section 106 Monies

Also in relation to this matter the Board sought clarification on the section 106 monies available for transport and the potential loss of S106 funding in August if any delays are encountered in delivering transport schemes. If this was to be a problem the Board requested that relevant variation to S106 terms be sought by officers to ensure that the money is utilised.

Development Cost of Park and ride Sites

The Board acknowledged the considerable cost associated with developing and delivering park and ride schemes and expressed concern regarding how the necessary funding would be obtained.

Viability of Bus Park and Ride

The Board considered the effectiveness of park and ride schemes and whether they are an appealing way of getting people to travel by other modes

of sustainable transport and not commute into the city centre by car. It was stated that travelling by bus was often not as attractive as using park and ride train stations which have proved to be very successful at getting people to refrain from bringing their cars into the city centre. The Board considered the success of bus park and ride schemes in other cities as set out at Appendix A to the report.

Charging Policy for Park and Ride

The potential charging structure was queried. The Board stated that park and ride would need to be an affordable option. It was felt that details of any charging policy and negotiations should be brought back to Scrutiny for discussion.

RESOLVED – The Board resolved to note the contents of the report.

80 Reducing CO2 emissions in the Local Authority Estate

The Head of Corporate Property Management presented a report of the Director of City Development. The report outlined the progress made to date on the reduction of CO2 emissions in the Local Authority Estate. It was noted that the annual 2011/12 figures were not yet available but would be reported with the Quarter 4 Performance Report.

The following officers were in attendance:

Anne Chambers – Head of Corporate Property Management

Jon Andrews - Environment Policy Manager

Philippa Toner - Senior Executive Manager – Project and Technical Management.

The following areas were discussed:

a) targets for improvements to the energy efficiency of buildings occupied by the Council. Members also queried why only a small number of buildings have had photo – voltaic systems installed.

b) temperature control in large Council buildings

c) the number of buildings which have been vacated as detailed in the report and considered that this would make a difference to heating figures which will become apparent in the near future.

d) street lighting - where energy savings could be made both in terms of reducing the number of hours that street lights are left on and also the power of the lights. However Members were keen to stress the importance of maintaining safety and security at all times.

e) environmental performance of our contractors, how they are monitored and targets that are set. The Board were advised that as part of the Transforming Procurement programme environmental performance contract requirements will be reviewed. Work will be completed in the autumn of 2012.

Members requested a further update in this area be scheduled into the work programme in the Autumn.

RESOLVED - The Board resolved to:

- (a) Receive the 2011/12 CO2 annual performance figures when the Quarter 4 Performance Report is presented;
- (b) request a report detailing the work undertaken to review current procurement policies with regard to environmental performance; and
- (c) note the contents of the report.

81 Scrutiny Inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Training Opportunities

The Principal Scrutiny Advisor presented a report of the Head of Scrutiny and Member Development. The report was brought before the Board for their agreement of the final draft before publication following the inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Training Opportunities.

Following consultation, the Principal Scrutiny Advisor informed the Committee that the Chief Planning Officer had been in contact with regards to concerns about recommendation 8 of the inquiry report. Members agreed that further legal advice should be obtained in relation to this.

RESOLVED – The Board resolved to agree the Board’s report following its inquiry into Maximising Powers to Promote, Influence and Create Local Employment and Training Opportunities and legal advice be obtained in relation to recommendation 8 before publication.

82 Scrutiny Inquiry into The Engagement of Young People in Culture, Sporting and Recreational Activities.

The Principal Scrutiny Advisor presented a report of the Head of Scrutiny and Member Development. The report was brought before the Board for their agreement of the final draft before publication following the inquiry into The Engagement of Young People In Culture, Sporting and Recreational Activities.

RESOLVED – The Board resolved to agree the Board’s report following its inquiry into the Engagement of Young People in Culture, Sporting and Recreational Activities.

83 Date and time of next meeting

RESOLVED – The Board resolved to note that the date and times of the next meeting will be agreed by full Council on 23rd May 2012.

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

MONDAY, 23RD APRIL, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, D Cohen, C Fox,
G Hyde, V Morgan, P Wadsworth,
P Grahame, J Chapman and K Groves

84 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

85 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

86 Late Items

There were no late items.

87 Declarations of Interest

Councillor Groves declared a personal interest in Agenda item 7, Call In - Three Year Grants to Cultural Organisations. Due to her position as a Trustee of Middleton Equestrian Centre. Minute No. 90 refers.

Councillor J Procter, signatory to the Call In, declared a personal interest in Agenda item 7, Call In - Three Year Grants to Cultural Organisations. Due to his position as a Director of the Leeds Grand Theatre Board and Opera House Board of Management and as a Director of Northern Ballet. Minute No. 90 refers.

Councillor Ogilvie, as the Executive Board Member for Leisure, declared a personal interest in Agenda item 7, Call In - Three Year Grants to Cultural Organisations. Due to his position as a Director of the Leeds Grand Theatre Board and Opera House Board of Management and a Board Member of Yorkshire Dance. Minute No. 90 refers.

88 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors Atkinson, Lyons, Bentley and Mathews.

Councillors Graham, Groves and Chapman were in attendance as substitutes.

89 Call In of Decision - Briefing Paper

The report of the Head of Scrutiny and Member Development informed Members of the Call In arrangements in accordance with the Council's Constitution and the options of action available to the Board. It was reported that the following options were available to the Board:

- Release the decision for implementation; and
- Recommend that the decision be reconsidered.

90 Call In - Three Year Grants to Cultural Organisations

The report of the Head of Scrutiny and Member Development presented the background papers to a decision which had been Called In in accordance with the Council's Constitution. The decision was a Delegated Decision Notice of the Three Year Grants to Voluntary Organisations.

The Chair welcomed the following to the meeting:

- Councillor J Procter – Signatory to the Call In;
- Councillor D Collins – Signatory to the Call In;
- Councillor A Ogilive – Executive Board Member for Leisure;
- Catherine Blanshard – Chief Officer (Libraries, Arts and Heritage);
- Mathew Simms – Arts and Venues Manager.

Councillor Procter outlined the reasons for the Call In of the decision. These included the following:

- The background to grants and the process for allocation agreed last municipal year which attempted to ensure greater transparency about all monies received by external organisations from Leeds City Council;
- The process which has been followed, which did not specify the difference between the arts grants and the recreational grants process;
- Concern around the loss of West Yorkshire Grant and the move the Leeds Inspired Grant, and the effect on funding for cultural organisations;
- Failure of the delegated decision to have regard for the Member Management Committee decision on 1st July 2011 Appointments to Outside Bodies in receipt of Grants (Minute No.13) that asked 'where a significant financial contribution is given to an organisation then the matter of representation on that organisation's management board be considered if it is felt to be appropriate in that particular circumstance'. It was expressed that more elected Member representation was needed on the Boards of organisations spending large amounts of public money.

In response to the concerns raised , officers present raised the following issues:

- That the report and decision in question was not attempting to be an assessment of all funding it was the allocation of the three year grants. It was proposed that at the end of the year a report could be given on performance against funding received.
- The report encompassed two grant schemes the recreation grant scheme which is a long standing scheme that has been allocated on a 3 year basis for a number of years. This scheme is currently on its second of three year cycle and so is reported as an allocation only. The second grant in the report is the new Arts@Leeds scheme which this year introduced a robust new process following discussions at Scrutiny. This implemented a three year grant scheme for the first time and lines up with the Arts Council funding cycle. Overtime it is planned to line up both grant schemes to the same cycle.
- It was discussed and acknowledged that every organisation receiving grants over £100,000 had an elected member on their board either in a formal or personal capacity it would be good to record this to avoid confusion later
- The close working relationship which now exists between the Council and organisations in receipt of grant funding which had previously not been the case, further that all organisations will have the support of an officer;
- The financial difficulties faced by external organisations in the current economic climate and the importance of Leeds City Council funding to their cash flow..

Councillor Ogilvie, Executive Member for Leisure addressed the Board. He expressed that despite the difficult economic conditions the Council had managed to maintain the funding of many organisations. He also informed the Board that Leeds Inspired was not part of the decision being Called In. He also agreed that Elected Members should be represented on organisations in receipt of Council funding. Further reference was also made to the usefulness that an end of year report would bring in assessing grants.

In response to Member comments and questions, the following issues were discussed:

- The concerns about funding and member representation to improve transparency of organisations and contribute towards value for money and how this would be achieved;
- Whether organisations had been directly approached about having Member representation and the difficulties and length of time needed to amend written constitutions of larger organisations to enable this to happen. It was noted that there had been a positive impact and significant benefit of the Executive Member for Leisure and the officers working with chairs and CEO's of companies about their whole board and its make up. Also discussed at this point was the advantage of approaching organisations about board representation before Council funding had been allocated;
- The importance of listening to views of the Citizens Panel when allocating grants.

Councillor Procter was invited to summarise the reasons for calling in the decision and re-iterated his earlier comments with an emphasis on the need for greater transparency when public money is being spent which could be achieved with greater Member involvement in the organisations in receipt of grant funding. Councillor Procter also highlighted a lack of information regarding organisations in receipt of funding.

In summary Members agreed that further work needed to be undertaken with regards to elected Member representation on grant funded bodies and that alongside the assurance given by Councillor Ogilvie to pursue this matter, the appropriate Scrutiny Board makes its own investigations.

Members were asked to consider the options available to them.

91 Outcome of Call In

Following a vote by Members present, it was

RESOLVED –

- (a) to release the decision for implementation;
- (b) to request that the appropriate Scrutiny Board considers Member representation on grant funded bodies and considers the year end report.

92 Date and time of next meeting

The date and time of the next meeting will be confirmed after the Annual meeting of the Council on May 21st 2012.

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 12TH MARCH, 2012

PRESENT: Councillor B Anderson in the Chair

Councillors R Grahame, K Groves,
M Hamilton, J Hardy, P Harrand, G Hyde,
J Jarosz, J Marjoram, C Townsley and
N Walshaw

At the start of the meeting, the Chair paid tribute to Graham Wilson, Environmental Health Manager, who sadly passed away on 21st February 2012.

85 Declarations of Interest

Councillor J Hardy declared a personal interest in Agenda Item 7 due to his position as a Director of the West North West Homes ALMO, as did Councillors G Hyde and R Grahame due to their positions as Directors of the East North East Homes ALMO.

86 Minutes - 13 February 2012

RESOLVED – That the minutes of the meeting held on 13 February 2012 be confirmed as a correct record.

87 Local Lettings Policies Annual Review

The report of the Director of Environment and Neighbourhoods provided information on the provisions of the Equality Act 2010 relating to age discrimination and on the outcome of the annual review of the Local Lettings Policies. The provisions of the Equality Act relating to age were expected to come into force from April 2012 and the ALMOs and BITMO completed their reviews on this basis.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Kathryn Bramall, Leeds Homes Policy Manager
- Gerard Tinsdale, Area Manager – East North East Homes Leeds
- Richard Walker, Head of Tenancy Management and Customer Services, West North West Homes Leeds
- Simon Costigan, Chief Executive of Aire Valley Homes Leeds

In response to Members comments and questions, the following issues were discussed:

- It was reported that the provisions of the Equality Act relating to age discrimination would be delayed to October 2012 at the earliest.
- Reference was made to the partnership working with Police in relation to those lettings policies that have adopted the 'Good Neighbourhood' criteria aimed at tackling particular 'hotspot' areas in terms of burglary
- Age restricted lettings – issues discussed included flexibility around current restrictions and confirmation that whilst preference for sheltered housing is given to customers aged 60 and over, these are not classed as local lettings policies.
- Tenant mapping exercise – a lot of work had been undertaken by the ALMOs in relation to profiling tenants.
- Impact of the Welfare Reforms and the need to create more sustainable communities.
- Working proactively with problem families via the Signpost project.
- The rights of tenants in terms of the succession of tenancies.

RESOLVED – That the report and discussion be noted.

88 2011/12 Quarter 3 Performance Report

The report of the Assistant Chief Executive (Customer Access and Performance) provided a summary of the quarter 3 performance data relevant to the Scrutiny Board (Safer and Stronger Communities).

Councillor Mark Dobson, Executive Member for Environmental Services and Neil Evans, Director of Environment and Neighbourhoods were in attendance for this item.

In response to Members comments and questions, the following issues were discussed:

- Empty council properties above shops – it was agreed to provide the Board with information on this. The total number of void properties was currently approximately 1.2% which was the lowest it had ever been.
- Burglary reduction – Leeds was still performing poorly against comparator cities but there had been a continued reduction. Members requested that this data be included in future performance reports. Members also discussed the fitting of new style locks to properties and the Community Action and Support Against Crime (CASAC) scheme.
- Refuse collection – issues surrounding the Council's refuse vehicles and back up teams. Reference was also made to the collection of bulky waste, commercial waste and fly tipping.

RESOLVED – That the report and discussion be noted.

89 Financial Health Monitoring 2011/12

The report of the Head of Scrutiny and Member Development informed the Board of the financial health of the Environment and Neighbourhoods Directorate after ten months of the financial year 2011/12.

Neil Evans, Director of Environment and Neighbourhoods, Richard Ellis, Head of Finance, Environment and Neighbourhoods, and Councillor Mark Dobson, Executive Member for Environmental Services were in attendance for this item.

Issues discussed in relation to the report included the following:

- Overspend on staffing – this was affected by various issues including a delay in restructures and additional support for the refuse service.
- Overall savings to be made across the Council following staff restructures.
- The Directorate was trying to accommodate a £9 million budget reduction this year and would need to save a further £4.5 million next year.
- Members requested further information on the previous years budget in relation to staffing costs and also the projections for the next year.

RESOLVED – That the report and discussion be noted.

90 Recommendation Tracking

The report of the Head of Scrutiny and Member Development set out the progress made in responding to the recommendations arising from the previous Scrutiny review of the phase 2 Dog Control Orders.

The following were in attendance for this item:

- Councillor Mark Dobson – Executive Member for Environmental Services
- Tom Smith - Locality Manager, South and Outer East Leeds
- Paul Spandler – Service Manager, South and Outer East Leeds Service Team

Members agreed the progress made on all the recommendations detailed within the report with the exception of Recommendation 9 which related to the additional use of Dog Control Orders within parks and playing pitches that are used by Schools that have no on-site green space. In particular, exploring the use of the Dogs on Leeds at all Times Order for such areas..

In response to Members comments and questions regarding Recommendation 9, the following issues were discussed:

- Members were informed that schools that use parks and playing pitches in lieu of their own on-site green space should have a formal agreement with Parks and Countryside Services to do so. It was highlighted that Parks and Countryside Services had no evidence that

there is a greater problem with dog fouling in the parks formally used by schools.

- That further to legal advice that had been given to the Project Board on the issue, the Project Board had considered it more appropriate to undertake targeted enforcement of the existing Dog Fouling Order within such parks than to introduce further Orders. Members sought clarification of the legal advice provided to the Project Board.
- Members felt that the council had a duty of care towards those school children that used these parks and therefore requested further action.
- Further to the concerns raised by the Scrutiny Board, Councillor Dobson agreed to re-visit the matter again with officers and to report back to Scrutiny early in the new municipal year.
- It was suggested that Recommendation 9 be re-categorised to Category 5 (Progress made not acceptable. Continue monitoring).

RESOLVED –

- i) That the report and discussion be noted.
- ii) That Recommendation 9 be re-categorised to Category 5 and further information be brought to the Scrutiny Board (Safer and Stronger Communities) early in the new municipal year.

91 Work Schedule

The report of the Head of Scrutiny and Member Development detailed the Board's work schedule. Also attached were copies of recent Executive Board Minutes and a copy of the Forward Plan relating to the Board's portfolio.

Members were informed that there would be a final meeting of the Fuel Poverty Working Group on Tuesday, 20 March 2012 at 10 am.

RESOLVED – That the report be noted

92 Date and Time of Next Meeting

Tuesday, 3rd April 2012 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

TUESDAY, 3RD APRIL, 2012

PRESENT: Councillor B Anderson in the Chair

Councillors P Grahame, R Grahame,
J Hardy, P Harrand, G Hyde, J Jarosz,
C Townsley and G Wilkinson

93 Late Items

The following late items had been despatched prior to the meeting:

- Agenda Item 8 – Leeds Anti-Social Behaviour Team
- Agenda Item 10 – Inquiry into Fuel Poverty – Draft Report

94 Declarations of Interest

Councillors R Grahame, J Hardy, G Hyde and G Wilkinson declared a personal interest due to their respective positions as ALMO Directors.

95 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors M Hamilton, J Marjoram and N Walshaw.

Councillors G Wilkinson and P Grahame were in attendance as substitute members.

96 Minutes - 12 March 2012

RESOLVED – That the minutes of the meeting held on 12 March 2012 be confirmed as a correct record.

97 Inquiry into Private Rented Sector Housing - Draft Report

The report of the Head of Scrutiny and Member Development presented the Board's Draft Report following the Inquiry into Private Rented Sector Housing.

Neil Evans, Director of Environment and Neighbourhoods, was in attendance for this item.

The Director of Environment and Neighbourhoods reported that the Inquiry had been useful and welcomed the recommendations detailed in the report.

RESOLVED – That the Private Rented Sector Housing Draft Report be approved.

Minutes approved at the meeting held
On 18 June 2012

98 Inquiry into Fuel Poverty - Draft Report

The report of the Head of Scrutiny and Member Development presented the Board's Draft Report following the Inquiry into Fuel Poverty.

Neil Evans, Director of Environment and Neighbourhoods, was in attendance for this item.

The Board acknowledged that fuel poverty is a distinct and serious problem in view of the differing causes, impacts and solutions relating to fuel poverty. The Board's inquiry report particularly reflected the strong linkage between ill health and fuel poverty and the need to address fuel poverty as a key public health priority. This was welcomed by the Director of Environment and Neighbourhoods.

RESOLVED - That the Fuel Poverty Inquiry Draft Report be approved.

99 Police Reform and Social Responsibility Act 2011 - Implications of Elected Police and Crime Commissioner

The report of the Director of Environment and Neighbourhoods provided the Board with a summary of the Police Reform and Social Responsibility Act 2011 and outlined the initial implications to the City in relation to the introduction of an elected Police and Crime Commissioner (PCC) from November 2012.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Keith Gilert, Chief Officer – Community Safety
- Liz Jarmin, Head of Community Safety Partnerships

Members were reminded that the Board had a role as the Council's 'Crime and Disorder Committee' and it was within the Board's remit to review or scrutinise decisions of the local Community Safety Partnership. It was reported that the Board would not have the same remit with respect to the Police and Crime Commissioner as this would sit with a newly formed Police and Crime Panel.

Further issues highlighted from the report included the following:

- Elections for the Police and Crime Commissioner (PCC) would take place on 15 November 2012 with the successful candidate taking up post on the 22 November.
- A shadow West Yorkshire Police and Crime Panel would be in place in June 2012 and become fully operational following the election of the PCC.

- Funds currently allocated through the Home Office to support local community safety activity would be pooled within the office of the PCC.
- In order to qualify for funding, Community Safety Partnerships would need to ensure their local priorities are reflected in the new Police and Crime Plan
- The PCC would be held to account by the Police and Crime Panel.

In response to Members comments and questions, the following issues were discussed:

- The need to develop strong links between Scrutiny and the West Yorkshire Police and Crime Panel.
- Wakefield will be the host authority for the Police and Crime Panel and the Association of West Yorkshire Authorities (AWYA) will provide the secretariat support.
- Members attention was brought to the roles and powers of the Police and Crime Commissioner and Police and Crime Panel.
- Elected Member representation on the Police and Crime Panel.
- The need to ensure that local priorities are reflected in the new Police and Crime Plan

RESOLVED – That the report and discussion be noted.

(Councillor J Jarosz declared a personal interest in this item due to her employment with the Probation Service).

100 Leeds Anti-Social Behaviour Team (LASBT)

The report of the Head of Scrutiny and Member Development provided the Board with an update on the Leeds Anti-Social Behaviour Team. A copy of a report that had been submitted to Executive Board in March 2012 was included with the agenda.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Harvinder Saimbhi, Head of Anti-Social Behaviour
- Councillor P Gruen, Executive Member for Neighbourhoods, Housing and Regeneration

Members attention was brought to key issues in the report, particularly the recommendation regarding noise nuisance. It was reported that the Domestic Noise service had been moved to the remit of the Anti Social Behaviour Team and it was suggested that this could be a useful area for Scrutiny to consider. Further reference was made to Out of Hours Noise Services and the need to provide consistency across the City.

In response to Members comments and questions, the following issues were discussed:

- There had been investment in new equipment to measure levels of noise disturbance.
- Work with private landlords – this was an area of work that was under development and would include other issues including problems with litter and rubbish.
- Noise problems from licensed premises.
- Timescales for dealing with reported problems. It was noted that the average case duration had significantly reduced under the new LASBT structure (average case duration was 70.1 days)
- Work with partners including West Yorkshire Police and the ALMOs.

RESOLVED – That the report and discussion be noted.

101 Chair's closing remarks.

The Chair thanked officers and all Members of the Board for their contribution over the 2011/12 Municipal Year. He also thanked Councillors Dobson and Gruen for their contribution as Executive Members.

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 18TH JUNE, 2012

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, Buckley,
P Grahame, R Harington, P Harrand,
G Hyde, J Jarosz, S Lay, K Mitchell and
N Walshaw

1 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors P Davey, R Grahame and M Harland. The Chair reported that Councillor R Grahame had been called away urgently in relation to other Council business.

Councillors P Grahame and R Harington were in attendance as substitute Members

2 Minutes - 3 April 2012

RESOLVED – That the minutes of the meeting held on 3 April 2012 be confirmed as a correct record.

3 Changes to the Council's Constitution

The report of the Head of Scrutiny and Member Development provided the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 21 May 2012 which directly related to and/or impacted on the work of Scrutiny Boards.

Issues highlighted in the report included the following:

- The Localism Act 2011.
- Links to Strategic Partnership Boards – Scrutiny Boards were no longer tasked to undertake reviews linked to City Priority Plans but would act as 'critical friend' to the relevant Partnership.
- Changes to the Board's remit – housing matters would now be with the Scrutiny Board (Housing and Regeneration)
- Changes to the call in process – Area Committee decisions would now be exempt from call in.

RESOLVED – That the report be noted.

4 Co-opted Members

Draft minutes to be approved at the meeting
to be held on Monday, 30th July, 2012

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of Co-opted Members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

It was suggested that the Board could appoint co-opted members on an ad-hoc basis for any inquiries where it was considered necessary.

RESOLVED – That the report be noted.

5 Crime and Disorder Scrutiny

The report of the Head of Scrutiny and Member Development informed the Board of its role as the Council's Crime and Disorder Committee and included the Protocol between Scrutiny and the Community Safety Partnership in Leeds. Members were reminded of the Police Reform and Social Responsibility Act 2011 and the pending replacement of the Police Authority with a Police and Crime Commissioner.

Councillor Gruen, Executive Member for Neighbourhoods, Planning and Support Services and Neil Evans, Director of Environment and Neighbourhoods were in attendance for this item.

The following issues were highlighted:

- The election for a Police and Crime Commissioner would take place in November 2012.
- It was proposed that the Board works with the Safer Leeds Partnership to develop the Leeds Community Safety Business plan in preparation for the introduction of the Police and Crime Commissioner. As this needed to be completed by September, this would be undertaken via working group meetings, to which all Board Members would be invited to attend. These would be arranged by the Principal Scrutiny Adviser following the meeting.
- Arrangements for scrutiny of Crime and Disorder issues.

RESOLVED –

- (1) That the report be noted.
- (2) That the joint protocol between Scrutiny and the local Community Partnership be noted.
- (3) That the Board works with the Safer Leeds Partnership to develop the Leeds Community Safety business plan in preparation for the introduction of the Police and Crime Commissioner. This will be undertaken via working group meetings during July/August to which

all Board Members will be invited to attend. An update report will be brought back to the Board's September meeting.

6 Equality Improvement Priorities 2011-2015

The report of the Assistant Chief Executive (Customer Access and Performance) introduced the new Equality Improvement Priorities and the revised Equality and Diversity Policy. It also set out the Council's continued commitment to equality, outlined the Council's equality objectives, identified how progress would be measured and how the Council would continue to improve and further embed the equality agenda.

RESOLVED – That the report be noted.

7 Sources of work for the Scrutiny Board and 2011/12 Quarter 4 Performance Report.

The report of the Head of Scrutiny and Member Development provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director(s), Executive Board Member(s) and Partnership Chair, the Board was requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

The joint report of the Assistant Chief Executive (Customer Access and Performance)/Director of Environment and Neighbourhoods provided a summary of performance against the strategic priorities for the Council and City related to the Scrutiny Board (Safer and Stronger Communities).

The following were in attendance for this item:

- Councillor P Gruen - Executive Member for Neighbourhoods, Planning and Support Services.
- Councillor M Dobson – Executive Member for Environment
- Neil Evans – Director of Environment and Neighbourhoods

The following issues were highlighted as potential areas for the Scrutiny Board to consider:

- Preparing for the introduction of the Police and Crime Commissioner
- Domestic Noise Nuisance – it was reported that as the service was currently undergoing change, it may be better to review this later in the year.
- Non-emergency Police service and the introduction of the '101' contact number.
- Stronger Communities – strengthening relationships with Town and Parish Councils.
- Waste collection – including development of IT systems.
- Round two of the Service Level Agreement for the delegation of Streetscene services.

- Waste Management Strategy
- Transfer of the Parks and Countryside service to the Environment and Neighbourhoods Directorate.

In response to Members comments and questions, the following issues were discussed:

- Publication of the '101' non-emergency Police number.
- Responsibility for allotments.
- Improving communications for residents with respect to waste collection.
- Bespoke waste collection services.
- Arrangements for Police Community Support Officers.
- Vandalism in Parks and Cemeteries – role of 'Friends of' groups.
- Graffiti – there had been improvement with the removal of graffiti although there were concerns with graffiti at the side of railways in and around the City.
- A request had been made for a review of the new grass cutting contract – it was suggested that a working group be established to consider this.
- Dog Control Orders – the Board was due an update regarding this at its July meeting.
- The Board noted and welcomed the proposed changes made to the Council Business Plan – such changes were reflective of the Council's improved performance in increasing the percentage of waste recycled and also in reducing numbers of burglaries.

RESOLVED –

(1) That the reports and discussion be noted.

8 Work Schedule

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year. Further suggestions for the Board's work schedule had been discussed during the previous item.

RESOLVED – That the Board's work schedule be updated to reflect the key issues discussed during today's meeting.

9 Date and Time of Next Meeting

Monday, 30 July 2012 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

SCRUTINY BOARD (REGENERATION)

TUESDAY, 27TH MARCH, 2012

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, P Ewens, P Grahame,
J Harper, G Hussain, M Iqbal, T Murray,
R Pryke and G Wilkinson

Mr G Hall – Co-opted Member

83 Chair's Opening Remarks

The Chair welcomed everyone to the March meeting of the Scrutiny Board (Regeneration).

84 Declarations of Interest

There were no declarations of interest made at the meeting.

85 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 28th February 2012 be confirmed as a correct record.

86 Update on Discussions with Leeds Bradford International Airport - Proposed Taxi Rank on Whitehouse Lane

Referring to Minute 59 of the meeting held on 19th December 2011, the Head of Scrutiny and Member Development submitted a report updating the meeting on discussions with Leeds Bradford International Airport in relation to a proposed taxi rank on Whitehouse Lane.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Leeds Bradford International Airport Taxi Access – Report of Director of City Development – Executive Board – 10th February 2012 (Appendix 1 refers)
- A request from Scrutiny Board (Regeneration) to Executive Board to reconsider the Provision of Taxi Facilities on Whitehouse Lane – Report of the Head of Scrutiny and Member Development - Executive Board – 10th February 2012 (Appendix 2 refers). It was noted with concern that this report from Scrutiny Board was not submitted to the Executive Board for the reasons specified

Mr Gary Bartlett, Chief Officer, Highways and Transportation, City Development was in attendance and responded to Members' queries and comments concerning where Leeds Bradford International Airport were with the development of the Forecourt Management Plan.

Minutes approved as a correct record at the meeting held on Thursday, 17th May, 2012

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- clarification of the timetable/deadline for submission by the Leeds Bradford International Airport of the Forecourt Management Plan to Plans Panel (West)
(The Chief Officer, Highways and Transportation responded and agreed to provide the Board with this information)
- clarification as to whether the Director of City Development knows what Leeds Bradford International Airport intended to do at the end of the current contract. Was it likely that it will again simply go again to the highest bidder rather than it take an holistic approach to resolving this problem?
(The Chief Officer, Highways and Transportation responded with his view on the latest position and confirmed that the Director of City Development's views had been consistent regarding the problems and concerns regarding the provision of a taxi rank on Whitehouse Lane. The Directorate was now waiting to see firm proposals from the airport on this issue which would be set out in the Forecourt Management Plan and which was a condition of the planning consent for the airport extension)
- clarification as to the Council Officer who would receive and consider the Forecourt Management Plan submitted from Leeds Bradford International Airport for consideration by Plans Panel West
(The Chief Officer, Highways and Transportation responded and informed the Board that it was Mr M Sellens, Head of Planning Services who was dealing with this matter)
- reference was made to copies of all relevant correspondence previously submitted to this Board between the Director of City Development, other relevant officers and the Leeds Bradford International Airport on this issue between 7th October 2010 to 4th October 2011. Members asked to see any further relevant correspondence on this issue from 5th October 2011 to date
(The Chief Officer, Highways and Transportation agreed to provide this information)
- discussed the offer made by Leeds Bradford International Airport at an early stage in the negotiations regarding the "Voyager" short stay facility which was to extend the waiting period from 15 minutes to 30 minutes for taxis and private hire vehicles. This enabled vehicles to drop off and collect fares within a reserved and designated area adjacent to the short stay car park and in proximity of the airport terminal
(The Chief Officer, Highways and Transportation confirmed that discussions were ongoing but were no new developments to report in terms of taxi provision by Leeds Bradford International Airport at this stage)

RESOLVED –

- a) That the contents of the report and appendices be noted.

Minutes approved as a correct record at the meeting held on Thursday, 17th May, 2012

- b) That this Board notes that the scrutiny process had now been amended and in future scrutiny reports making recommendations to the Executive Board would be submitted direct to the Executive Board. It was further noted that a copy of the Scrutiny Board's report would continue to be sent to the relevant Director seeking his/her comments to the Scrutiny Board's proposals for his/her submission to Executive Board.
- c) That the Director of City Development submit by email to the Principal Scrutiny Adviser the information requested by the Board concerning clarification of the timetable/deadline for submission by the Leeds Bradford International Airport of the Forecourt Management Plan to Plans Panel West.
- d) That the Director of City Development submit details of any further relevant correspondence with the Leeds Bradford International Airport concerning hackney carriage provision and private hire from 5th October 2011 to date.
- e) That Mr M Sellens, Head of Planning Services be invited to attend the next full Scrutiny Board meeting in May (date to be confirmed) to update Members on the position with regard to the Forecourt Management Plan and to respond to Members' questions.

(Councillor P Ewens joined the meeting at 10.30am during discussions of the above item)

87 Recommendation Tracking - Housing Growth in Leeds

Referring to Minute 79 of the meeting held on 28th February 2012, the Head of Scrutiny and Member Development submitted a report on recommendations arising from the previous Scrutiny review of Housing Growth in Leeds.

Appended to the report were copies of the following documents were submitted for the information/comment of the meeting:-

- Recommendation tracking flowchart and classifications: Questions to be considered by Scrutiny Boards (Appendix 1 refers)
- Review of Housing Growth in Leeds (Appendix 2)
- Housing Growth Scrutiny Inquiry Report (Appendix 3 refers)

The following representatives were in attendance and responded to Members' queries and comments:-

- Councillor R Lewis, Executive Board Member, Development and the Economy
- Councillor P Gruen, Executive Board Member, Neighbourhoods, Housing and Regeneration
- David Feeney, Head of Forward Planning and Implementation, City Development
- Susan Morse, Programme Delivery Manager, City Development
- Andy Haig, Regional Policy Team, Planning, Policy and Improvement Directorate, City Development

Minutes approved as a correct record at the meeting held on Thursday, 17th May, 2012

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Principal Scrutiny Adviser make changes to the proposed category status of Appendix 2 of the report as follows:-
 - Recommendation 1 remains at category 4
 - Recommendation 2 remains at category 4
 - Recommendation 3 remains at category 4
 - Recommendation 4 remains at category 2
 - Recommendation 5 change from category 4 to category 3
 - Recommendation 6 remains at category 2
 - Recommendation 7 change from category 4 to category 3
 - Recommendation 8 remains at category 4
 - Recommendation 9 (a) change from category 4 to category 3
 - Recommendation 9 (b) remains at category 3
 - Recommendation 10 change from category 4 to category 3
 - Recommendation 11 remains at category 4
 - Recommendation 12 remains at category 2
- c) That in relation to Recommendation 2, the Board welcomes the offer by the Executive Board Member, Neighbourhoods, Housing and Regeneration to pursue this recommendation on behalf of the Board.
- d) That in relation to Recommendation 5, the Director of City Development circulate to all Members of the Scrutiny Board details of the number of new affordable homes which had come to fruition since the interim affordable housing policy was introduced by the Executive Board in November 2011.
- e) That in relation to Recommendation 7, the Board conveys its concern at the "duty to cooperate" and the lack of tangible progress with regard to the Scrutiny Board's proposals to "pool" under and over provision of houses across the city region. (It was reported that the Leaders Board on 2nd February 2012 had considered a paper on future arrangements for Spatial Planning which included an exploration of how directive the Partnership wished to be in regard of strategic planning. It was confirmed that the Leaders Board was a long way from considering the "pooling" of their collective housing provision)
- f) That in relation to Recommendation 9 (a), the Board notes that this recommendation should be directed via the Assistant Chief Executive (Customer and Access) portfolio and not through Environment and Neighbourhoods.
- g) That in relation to Recommendation 9 (b), the Head of Forward Planning and Implementation, City Development be requested to Circulate SI 2012 No 637 The Neighbourhood Planning (General) Regulations 2012 to Board Members via the Principal Scrutiny Adviser.

(Councillor B Atha joined the meeting at 11.15am during discussions of the above item)

88 2011/12 Quarter Three Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report on a summary of the new quarter three performance data for 2011-12 which provided the meeting with an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appendix 1a – Performance Reports for the Housing and Regeneration City Priorities
- Appendix 1b – Environment and Neighbourhoods Directorate Priorities and Indicators relevant to the Board
- Appendix 1c – City Development Directorate Priorities and Indicators relevant to the Board

The following representatives were in attendance and responded to Board Members' queries and comments:-

- Councillor R Lewis, Executive Board Member, Development and the Economy
- Councillor P Gruen, Executive Board Member, Neighbourhoods, Housing and Regeneration
- Paul Maney, Head of Strategic Planning, Policy and Performance, City Development
- Heather Pinches, Executive Officer, Performance Management, Customer Access and Performance
- Debra Scott, Head of Performance and Service Review, Environment and Neighbourhoods

In summary, specific reference was made to the following issues:-

- The Core Strategy approved by Executive Board on 10th February 2012 recognised the need to identify around 30% of new housing to be built on "Protected Area of Search" (PAS) and greenbelt sites. Members asked how this figure of 30% had been calculated and how many hectares are involved. Members also wanted an indication of the percentage of PAS sites included in the 30% figure *(The Head of Strategic Planning, Policy and Performance, City Development responded and agreed to provide this information for Board Members via the Principal Scrutiny Adviser)*
- The concern expressed about the amber rating in the Red/Amber/Green system and whether there were alternative options available. Members suggested that it would be helpful in future reports if changes were made to include the definitions for the ratings (previously agreed with Members) *(The Head of Strategic Planning, Policy and Performance, City Development responded and agreed to raise this at the next Performance Board)*

- The concerns raised about the affordable housing targets and how realistic they were in the current climate
- That consideration be given to establishing an additional indicator to monitor the impact of the reduction in S106 Affordable Housing targets
- Members asked how many apprenticeships were converted into real jobs?

(The Head of Strategic Planning, Policy and Performance, City Development agreed to make enquiries and provide a response to Board Members via the Principal Scrutiny Adviser)

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Board notes the progress in relation to the delivery of the Housing and Regeneration City Priorities Plans as set out in the Directorate Priorities and Indicators.
- c) That the information requested above be provided to the Principal Scrutiny Adviser for circulation to all Members of the Scrutiny Board.

89 Work Schedule

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current draft work schedule. The Executive Board minutes of 7th March 2012, together with the Forward Plan of Key Decisions for the period 1st March 2012 to 30th June 2012 were also attached to the report.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Executive Board minutes of 7th March 2012, together with the Forward Plan of Key Decisions for the period 1st March 2012 to 30th June 2012 be noted.
- c) That the Board's Principal Scrutiny Adviser be requested to revise the work schedule to incorporate the recommendations made at today's Board meeting.

90 Date and Time of Next Meeting

- Tuesday 24th April 2012 – meeting cancelled and to be replaced by a meeting of the Board's Working Group on affordable housing and private developers to which all Members of the Board would be invited to attend
- Additional Meeting to be held in May – date and time to be advised

(The meeting concluded at 12.10pm)

SCRUTINY BOARD (REGENERATION)

THURSDAY, 17TH MAY, 2012

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, D Collins, Fox,
P Grahame, G Hussain, M Iqbal, T Murray
and C Townsley

Mr G Hall – Co-opted Member

91 Chair's Opening Remarks

The Chair welcomed everyone to the additional May meeting of the Scrutiny Board (Regeneration).

He particularly welcomed Councillor C Townsley who had been appointed to fill one of the two current vacancies on the Board and Councillor C Fox who was substituting for Councillor G Wilkinson.

92 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Draft Final Report and Recommendations – Inquiry on Affordable Housing by Private Developers (Agenda Item 9) (Minute 98 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

93 Declarations of Interest

There were no declarations of interest made at the meeting.

94 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors J Harper and G Wilkinson.

Notification had been received for Councillor C Fox to substitute for Councillor G Wilkinson.

95 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 27th March 2012 be confirmed as a correct record.

96 Forecourt Management Plan

Referring to Minute 86 of the meeting held on 27th March 2012, the Head of Scrutiny and Member Development submitted a report on the latest developments in relation to a timetable for the submission of a Forecourt Management Plan by Leeds Bradford International Airport.

Minutes approved at the Scrutiny Board (Housing and Regeneration)
meeting held on Tuesday, 26th June, 2012

The following representatives were in attendance and responded to Members' queries and comments:-

- Martin Farrington, Director of City Development, City Development
- Martin Sellens, Head of Planning Services, City Development

At the request of the Chair, the Director of City Development provided the meeting with a brief history regarding hackney carriage provision at Leeds Bradford International Airport, together with details of the latest discussions held between Council representatives and airport officials.

In addition to this, the Head of Planning Services provided the meeting with a brief history regarding the planning process relating to the submission of LBIA Forecourt Management Plan which was a condition of the planning consent for the airport terminal extension. The Board noted that the Forecourt Management Plan would be considered at Plans Panel (West) on 14th June 2012.

Detailed discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:-

- The need to make available to relevant ward members a copy of the Forecourt Management Plan in advance of the meeting on 14th June 2012 to enable proper consultation with the community and interested parties
(The Head of Planning Services responded and agreed to undertake this within the time constraints available)
- Clarification of the availability of any further relevant correspondence with the LBIA concerning hackney carriage provision and private hire from 5th October 2011 to date which was requested at an earlier Scrutiny Board meeting
(The Head of Planning Services provided copies of the relevant correspondence to the Board's Principal Scrutiny Adviser for dissemination to Board Members)
- Clarification of whether or not the Forecourt Management Plan would contain provision for a hackney carriage rank
(The Head of Planning Services responded and advised members of the voyager scheme which the airport had introduced. 'Voyager' was open to all registered Private Hire and Hackney Carriages and gives registered members for a fee of £25pa exclusive benefits including:
 - Exclusive and dedicated Voyager Meeting Point, located on the upper level of Short Stay 1 & Business - literally a two minute walk from the terminal building
 - 15 minutes free waiting period from entry - available for both Drop-Off or Pick-Up of a pre-booked journey
 - 16 to 30 minutes charged at £1.00)
- Clarification of Condition 14 of the planning approval for the extension at the airport

(The Head of Planning Services read out the full wording of Condition 14 for the benefit of the meeting. It was agreed that a copy of this Condition be forwarded to Board Members for their information/retention via the Board's Principal Scrutiny Adviser)

In conclusion, the Director of City Development summed up the current position in that he supported the principle that residents should have a choice between private hire and hackney carriage vehicles. However, the airport management took a commercial decision to let its contract to a private hire company and has subsequently introduced the Voyager scheme as a solution to the Council's concerns.

Further, as the Council does not own the airport it cannot insist that a hackney carriage rank be provided nor could it force cooperation if a hackney carriage rank was established on Whitehouse Lane. Whilst in planning terms hackney carriage provision was material the Council could not insist that the Leeds Forecourt Management Plan make provision for a hackney carriage rank.

With regard to the provision of a hackney carriage rank on Whitehouse Lane, the Director of City Development stated that as this road represented the sole highway and entrance to the fastest growing airport in the UK, he questioned whether a reduction in lane widths could be merited. In addition, he stated that he was not yet convinced of the safety relating to off-side access to vehicles given the pinch point created. He also stated that Members would need to be satisfied that the second, more expensive option was value for money, particularly in terms of location, distance from the airport and the fact that the airport management would probably not co-operate with the Council regarding signage and baggage trolleys.

RESOLVED –That the report and update on the Forecourt Management Plan be noted.

(Councillor D Collins left the meeting at 10.35am during discussions of the above item)

97 The Leeds Community Infrastructure Levy - Update on Timetable

A report of City Development – Forward Planning and Implementation was submitted on an update regarding the Leeds Community Infrastructure Levy (CIL).

The following representatives were in attendance and responded to Members' queries and comments:-

- Phil Crabtree, Chief Planning Officer, City Development
- Steve Speak, Deputy Chief Planning Officer, City Development

At the request of the Chair, the Deputy Chief Planning Officer outlined the timetable on the Community Infrastructure Levy Preliminary Charging Schedule and it was noted that that formal adoption would take place in Spring 2014. For the benefit of Members, the Deputy Chief Planning Officer

agreed to supply the Board with a copy of the proposed timetable for their information/retention.

Detailed discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:-

- The complexity of the issue and the need for Board Members to receive an 'idiots' guide on CIL and to ascertain what other authorities were doing
(The Deputy Chief Planning Officer responded and agreed to produce this document for dissemination to Board Members via the Board's Principal Scrutiny Adviser)
- Clarification of the distinction between Section 106 and CIL's
- Clarification of whether or not CIL charges would be waived for charitable organisations
(The Deputy Chief Planning Officer responded and confirmed that there would be exceptions for charitable organisations)
- Concern expressed that the timetable on the CIL Preliminary Charging Schedule was very tight and had little margin for error and thereby creating un-certainty for developers
(The Deputy Chief Planning Officer responded and confirmed that this would not cause any uncertainty to developers as Section 106 would continue until the CIL was established.)
- The importance of affordable housing within this process
- Clarification of the linkage arrangements for local communities developing local Neighbourhood Plans under the new CIL process
- Reference to the North East Quadrant
- Clarification as to who sets the charge
(The Deputy Chief Planning Officer responded and confirmed that the Council sets the charge)
- Clarification of which came first in the higher hierarchy i.e. sustainability or deliverability?
- Clarification as to why there was a need to employ consultants to undertake this work

RESOLVED –

- a) That the contents of the report be noted.
- b) That further progress reports be brought back to future meetings on the Community Infrastructure Levy process.

(Councillor B Atha joined the meeting at 11.15am during discussions of the above item)

98 Inquiry on Affordable Housing by Private Developers - Draft Final Report and Recommendations

The Head of Scrutiny and Member Development submitted a report on the Board's Inquiry on affordable housing by private developers.

Appended to the report was a copy of the Draft Final Report and Recommendations for the information/comment of the meeting.

The following representatives were in attendance and responded to Members' queries and comments:-

- Phil Crabtree, Chief Planning Officer, City Development
- Ms M Gjessing, Housing Investment Manager, Environment and Neighbourhoods

The Board's Principal Scrutiny Adviser circulated a copy of changes proposed by officers to Recommendations 1 and 3 (iii).

The Chief Planning Officer advised the Board that the Directors of City Development and Environment and Neighbourhoods had not been able to discuss the Scrutiny Board's draft report and recommendations with their respective Executive Board Members in time for today's meeting..

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the changes proposed by officers to recommendations 1 and 3 (iii) be not supported.
- c) That, approval be given to the Board's final report and recommendations in accordance with the report now submitted, subject to inclusion of the amendments proposed by a Member of the Board.
- d) That this Board request's that a formal response to the recommendations was produced in line with procedures for scrutiny inquiry reports as set out in Scrutiny Procedure Rule 14.1.

99 Chair's Closing Remarks

As this was the last meeting within the current Municipal Year, the Chair thanked Board Members, Mr G Hall and officers for their contributions during the past year.

(The meeting concluded at 11.45am)

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 21ST MARCH, 2012

PRESENT: Councillor L Mulherin in the Chair

Councillors S Armitage, K Bruce
R Charlwood, B Chastney, C Fox, W Hyde,
G Kirkland and S Varley

CO-OPTED MEMBERS

Joy Fisher – Alliance of Service Users
Betty Smithson – Leeds LINK

77 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of the Scrutiny Board (Health and Well-being and Adult Social Care).

78 Late Items

The Chair admitted to the agenda the following supplementary information:

- Agenda item 8 – NHS Airedale, Bradford and Leeds Board Joint Performance report (Minute No. 83 refers)
- Agenda item 8 – Leeds Teaching Hospitals NHS Trust briefing note on actions in response to Care Quality Commission Compliance Inspection – December 2011 (Minute No. 83 refers)
- Agenda item 9 – Briefing note on Health and Looked After Children from NHS Airedale, Bradford and Leeds (Minute No. 84 refers).

79 Declarations of Interest

There were no declarations of interest.

80 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors Chapman, Hussain, Illingworth and Co-opted Member, Sally Morgan. Notification had been received that Councillor Chastney was to substitute for Councillor Chapman.

81 Minutes - 29 February 2012

RESOLVED – That the minutes of the meeting held on 29 February 2012 be approved as a correct record.

82 2011/2012 Quarter 3 Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which presented a summary of the quarter 3 performance data relevant to the Scrutiny Board (Health and Well-being and Adult Social Care).

The following information was appended to the report:

- Performance reports relating to the City Priority Plan (CPP)
- Adult Social Care Directorate Priorities and Indicators.

The following Executive Member, officers and NHS representative attended the meeting and responded to Members' questions and comments:

- Councillor Yeadon, Executive Member (Adult Health and Social Care)
- John Lennon, Chief Officer – Access and Inclusion, Adult Social Services
- Stuart Cameron-Strickland, Head of Policy, Performance and Improvement, Adult Social Services
- Kim Maslyn, Head of Service – Support and Enablement, Adult Social Services
- Graham Brown, Performance Manager, NHS Airedale, Bradford and Leeds.

The key areas of discussion were:

- Further improvements needed to reduce the number of smokers, the role of the Council in relation to public health and the benefits of cross departmental support. It was reported that there was some success in stopping people smoking through the smoking cessation programmes offered, however it was suggested that reducing the number of people starting smoking in the first instance needed to be addressed.
- The positive impact arising from the ban on smoking in public places and the national advertising campaign on the risks of cigarette smoke.
- Update on the Tobacco Action Strategy and development of local leadership teams.
- The need to establish greater links with youth services and schools in getting the message across.
- Concern that only a small number of midwives had been trained to undertake CO monitoring for pregnant women and the shortage of CO monitors for them to use. It was recommended that this practice should be extended to all midwives and the associated costs of doing so were requested.
- Further data and information requested in relation to giving people choice and control over health and social care services, particularly in relation to personal budgets and how this informed the overall scorecard.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the costs associated with training midwives and providing CO monitors, to help monitor and tackle smoking in pregnancy be reported to the next meeting on 18 April 2012.
- (c) That the data and information requested in relation to giving people choice and control over health and social care services be reported to the next meeting on 18 April 2012.

83 Leeds NHS Performance Report

The Head of Scrutiny and Member Development submitted a report which presented the latest performance data from NHS Airedale, Bradford and Leeds. The report also provided details of the following areas, highlighted at the December Scrutiny Board meeting:

- Bariatric surgery
- Fractured Neck of Femur operated on within 48 hours
- Stroke care.

Appended to the report was a copy of the Care Quality Commission (CQC) report that identified improvements needed at St. James' University Hospitals (part of Leeds Teaching Hospitals NHS Trust (LTHT)).

The following representatives attended the meeting to present the report and respond to Members' questions and comments:

- Graham Brown, Performance Manager, NHS Airedale, Bradford and Leeds.
- Al Sheward, Divisional Nurse Manager (Medicine) – Leeds Teaching Hospitals NHS Trust
- Karl Milner, Director of Communications and External Affairs – Leeds Teaching Hospitals NHS Trust.

Prior to discussing the item, apologies were provided on behalf of the Executive Director for Delivery and Service Transformation (NHS Airedale, Bradford & Leeds), who had been due to attend the meeting. Apologies were also received on behalf of the Chief Nurse (Leeds Teaching Hospitals NHS Trust) who was unable to attend due to an unannounced Care Quality Commission visit at the Trust.

The key points of discussion were:

- Clarification about some of the acronyms used in the report, highlighted as follows: RTT – referral treatment time; and AAACH – all ages, all causes, mortality.
- Acknowledgement of further improvement needed in relation to fractured neck of femur operated on within 48 hours. The Scrutiny Board was informed that penalties were imposed if targets were not met.

minutes approved at the meeting
held on Wednesday, 18th April, 2012

- Greater capacity needed to undertake orthopaedic surgery.
- The positive impact of publicity in the media that raised awareness about strokes and heart disease.
- Strong concern about targets not being met in relation to early intervention in psychosis and the reasons attributed to this.
- Update on LTHT Accident & Emergency waiting times – latest position 95.4%, up from 93.4%. (Members were advised that the national standard from April 2011, had been revised to 95%, from the previous standard of 98%). Further information/ clarification was sought on the data, including the classification of patients that had been removed as part of the data validation process.
- Further work taking place as part of a national programme to attract health visitors into the profession.

In relation to the Care Quality Commission (CQC) report, the following issues were identified:

- Serious concern about staffing shortages, particularly in relation to older persons care. Actions were being taken by the Trust to ensure this was being addressed and that there was a consistency of approach across departments.
- Concern in relation to the logging of sick leave and other types of absence.

(Joy Fisher withdrew from the meeting at 11.55am, Councillor Armitage at 12 noon and Councillor Chastney at 12.03pm, during the consideration of this item.)

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That further information regarding the impact of not meeting the early intervention in psychosis target be reported to the next meeting on 18 April 2012.
- (c) That more detailed information about the local work being undertaken to promote the health visiting profession and increase the number of health visitors be reported to a future meeting of the Board.
- (d) That a further progress report on Fractured Neck of Femur be presented to the Board in the new municipal year.
- (e) That consideration be given to receiving a detailed report around delayed hospital discharges in the new municipal year.
- (f) That, focusing on older people's care, further information around the nature of the nursing gap at Leeds Teaching Hospitals NHS Trust be reported to the next meeting on 18 April 2012.

84 Health Inequalities - Looked after Children

The Head of Scrutiny and Member Development submitted a report which provided information in relation to health inequalities for Looked After Children.

minutes approved at the meeting
held on Wednesday, 18th April, 2012

Appended to the report was a copy of the Looked After Children report to Executive Board on 7 March 2012.

The following Executive Member and officer attended the meeting and responded to Members' questions and comments:

- Cllr Blake, Executive Member (Children's Services)
- Steve Walker, Deputy Director (Safeguarding, Specialist and Targeted Services), Children's Services.

The main points of discussion were:

- Support for young people with mental health needs and links to the work of Child and Adolescent Mental Health Services (CAMHS).
- Support for families through early intervention programmes, case conferencing and clusters.
- Request for information in relation to child placements and teenage conception rate for looked after children.
- Update on the foster carer campaign – review of expressions of interest had taken place in response to changing market. Currently 10 more carers than last year. 38 foster carers currently subject to the Council's approval process.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the information requested in relation to child placements and teenage conception rate for looked after children be reported to Board.
- (c) That further information be invited from Children's Services about the links with CAMHS for circulation to the Board.

85 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the remainder of the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, minutes of the Executive Board meeting held on 7th March 2012, and an extract from the Forward Plan of Key Decisions for the period 1st March 2012 to 30th June 2012.

RESOLVED – That the work programme be approved.

86 Date and Time of the Next Meeting

Wednesday 18th April 2012 at 10.00am with a Pre Meeting for Board Members at 9.30am

(The meeting concluded at 12.40pm.)

minutes approved at the meeting
held on Wednesday, 18th April, 2012

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 18TH APRIL, 2012

PRESENT: Councillor L Mulherin in the Chair

Councillors S Armitage, K Bruce,
J Chapman, A Hussain, W Hyde,
J Illingworth, G Kirkland and S Varley

CO-OPTED MEMBERS

Joy Fisher – Alliance of Service Users
Sally Morgan – Equality Issues

87 Late Items

Although there were no formal late items, the Board was in receipt of the following supplementary information, for consideration at the meeting:

- Leeds Health and Social Care Transformation Programme: Replacement Appendix 1 (Minute 92 refers);
- A Review of Compliance report by the Care Quality Commission (CQC) following an inspection at the LGI on 29th February and 1st March 2012. The report was tabled to the Board at the pre-meeting as it was being published by the CQC on the day of the meeting (Minute 96 refers);
- A briefing note prepared for the Board by The Leeds Teaching Hospitals NHS Trust relating to nursing staff levels in relation to issues raised by the CQC's inspection (Minute 96 refers);

88 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor Mulherin declared a general personal interest as a member of Unison – but not the Health Branch.

Councillor Armitage declared personal interests as a member of Unison – Health Branch and as a patient currently receiving hospital treatment.

Joy Fisher declared a personal interest in respect of the Calculating progress in the delivery of personalised support through being a representative on this issue on the NESTA Board (Minute 97 refers).

89 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Fox, Councillor Charwood, Paul Truswell and Betty Smithson.

Councillor Chapman apologised that she would need to leave the meeting before it concluded.

90 Minutes

RESOLVED - That the minutes of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 21st March 2012 be approved.

91 Scrutiny Inquiry Report: Reducing Smoking

In view of the number of items being considered at this meeting, the Board agreed to defer consideration of the draft Scrutiny Inquiry report to the May meeting.

The Chair asked that the Principal Scrutiny Adviser e-mail the draft report to all Board Members to enable them to forward any amendments and comments on the draft report.

92 Leeds Health and Social Care Transformation Programme: Update

Further to minute 69 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 29th February 2012 where the Board considered a report on the work of the Transformation Board, Members considered a further report relating to the efficiencies identified and generated through the work of the Transformation Board and supporting projects.

Information around the NHS Airedale, Bradford and Leeds' Quality Innovation Productivity and Prevention (QIPP) programme was appended to the report. A revised report providing further information had been circulated immediately prior to the meeting.

Attending for this item was Philomena Corrigan (Executive Director for Delivery and Service Transformation) – NHS Airedale, Bradford and Leeds who introduced the report, highlighting the following points:

The Transformation Programme had been running for approximately two years, and its main aims were to:

- Improve the patient experience
- Make care much more integrated
- Make it easier for patients to navigate their way through the care system
- Smooth some care pathways
- Free up resources by making savings and improving productivity

The Executive Director added that providers were required to make 4% savings per year – 2½% inflationary and 1½% deflation on the financial value of contracts. The Executive Director for Delivery and Service Transformation then responded to Members' questions and comments, which included the following key points of discussion:

- Disappointment around the lack of clear information within the report, despite the Board's request at its February meeting. The aim of the report should have been to demonstrate the savings achieved through the work of the Transformation Board and supporting programme of work and where any savings had been reinvested.
- The need for a 'more consumable' report, in terms of its clarity, use of language and acronyms. Clear advice had been given that it should be written in plain English so it could be understood by a member of the public.
- The complex and changing nature of NHS structures and associated funding.
- Top-slicing of NHS funding and whether well-run Primary Care Trusts (PCTs) were subsidising less well-managed PCTs.
- The need for PCTs to be financially balanced by the end of 2012/13 to ensure any of the Clinical Commissioning Groups (CCGs) did not inherit a deficit.
- Significant risks likely to impact on the NHS QIPP programme, including:
 1. The Local Authority's ability to continue to support people in the community;
 2. Changes to national commissioning policies and specialised commissioning;
 3. Providers unable to meet the 4% savings target
 4. The need for continued and appropriate support for CCGs over the next 12 months.

The Executive Director accepted the Board's comments about the content of the report, explained that not all savings would be measured on a 'cash releasing' basis as some savings would be around increased productivity. The Executive Director agreed to provide a further, more detailed report to a future meeting of the Board.

RESOLVED -

- (i) To note the information provided and comments made at the meeting.
- (ii) That a further, more detailed report be presented to a future meeting of the Board, reflecting the comments made by members at both the current meeting and the Board meeting held in February 2012.

93 NHS Leeds Performance Report - Follow Up

Further to minute 83 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 21st March 2012 where the Board considered the latest performance data from NHS Airedale, Bradford and Leeds,

minutes approved at the meeting
held on Wednesday, 16th May, 2012

Members considered a further report of the Head of Scrutiny and Member Development and a briefing note prepared by NHS Airedale, Bradford and Leeds providing further details on areas identified by the Scrutiny Board.

The Board noted the updates and clarifications relating to:

- City wide steering group on tobacco
- Carbon monoxide monitors for staff providing healthcare for pregnant women
- Smoking prevalence data for under 18s
- Early intervention service in psychosis
- Health visitor numbers
- A & E performance

Attending for this item were:

Philomena Corrigan (Executive Director for Delivery and Service Transformation) – NHS Airedale, Bradford and Leeds
Graham Brown (Performance Manager) – NHS Airedale, Bradford and Leeds
Brenda Fullard (Consultant in Public Health) – NHS Airedale, Bradford and Leeds
Dr Ian Cameron (Joint Director of Public Health) – NHS Airedale, Bradford and Leeds and Leeds City Council
Nichola Stephens (Senior Information Manager (Public Health, Staying Healthy and LA)) – NHS Airedale, Bradford and Leeds

The main points of discussion were:

Tobacco – the Board was informed that the information previously provided about the existence of a citywide group addressing tobacco issues had been incorrect and that there was citywide Tobacco Control Management Group. The membership included Trading Standards and aimed to help coordinate sub-regional enforcement activity around the availability of illicit tobacco. The Board was further advised that data from the JSNA was being used to target activity towards areas of the City with the highest levels of smoking-related problems.

Carbon monoxide monitors for midwives – the Joint Director of Public Health confirmed that funding for these had been approved. Members of the Board welcomed this outcome.

A discussion around the role and work of the Health Improvement Board followed, which included the following main points:

- The Health Improvement Board was a sub-group of the Health and Wellbeing Board, which had held its inaugural meeting in early March 2012, with a second meeting having taken place in April 2012.
- As part of its remit, the Health Improvement Board would focus on two of the four City Priorities of the Health and Wellbeing Board, these being Tobacco and Reducing Health Inequalities. It was envisaged

that the rest of the work programme would be determined by what emerged from the Joint Health and Wellbeing Strategy.

- The membership of the Health Improvement Board comprised representatives from the Clinical Commissioning Groups, Leeds City Council Directors, along with representatives from Public Health Leeds, local NHS Trusts, Universities and the Third Sector.

The Chair expressed concern around some of the arrangement for the Health Improvement Board (including notification of meeting dates and the availability of meeting papers in advance of meetings) and disappointment that the development of this sub-group had not been brought to the Scrutiny Board's attention formally.

It was requested that further clarity be provided on how the Health Improvement Board was taking forward its work around Tobacco and Health Inequalities, to ensure there was no duplication with the work being undertaken by the Scrutiny Board on these areas.

The Joint Director of Public Health apologised for any oversight around the Health Improvement Board and undertook to report back on the areas of concern highlighted at the meeting.

RESOLVED - To note the information presented and the comments now made.

94 Urgent Care Update - Consultation

Further to minute 59 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 25th January 2012 where the Board considered NHS Airedale Bradford and Leeds' public consultation around the future provision of urgent care services in Leeds, Members considered a further report on the outcome of the engagement and consultation and the subsequent decision of the NHS Airedale Bradford and Leeds Board.

Attending for this item were:

Martin Ford (Head of Commissioning – Urgent Care Lead) – NHS Airedale, Bradford and Leeds

Philomena Corrigan (Executive Director for Delivery and Service Transformation) – NHS Airedale, Bradford and Leeds

Details of the extensive consultation process which had been carried out were outlined. The Board was informed that around 500 written responses had been received and analysis of the consultation showed that while the majority of respondents preferred Option B – configuration of provision, with potential use of current A&E sites - many did not like any of the three proposed options. Hence, having also taken into account the view of key stakeholders, the NHS Airedale, Bradford and Leeds Board had concluded that a case for changing the Urgent Primary Care Medical Out of Hours service locations had not been made. However, in terms of the current provision at Lexicon House,

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it had been agreed that better signage and improved lighting would be provided.

The Board discussed the report, with the main areas of discussion being:

- Signage – While the proposed improvements to the directional signage to Lexicon House were welcomed, it was felt this must be clear that this was a doctors facility rather than a Primary Care Centre, which many people did not understand or relate to; that the sites for the signs should be selected carefully so they were not diminished by existing signage and that signs further away, along York Road should also be considered.
- An appropriate ‘mystery shopper’ approach be undertaken for the journey from the East of the City to Lexicon House to help fully understand the bus routes and road signs when approaching the site from this part of the city, in order to ensure the facility was properly signposted.
- The majority view of those who responded had not been reflected in the decision of the NHS Airedale, Bradford and Leeds Board.
- With only 31% of respondents voluntarily providing postcode data, it was recognised that this had not helped in the analysis of consultation responses. It was suggested that for future consultation exercises the response form should require people to include postcode information. Furthermore, it should be recognised that some Leeds residents had BD and WF postcodes and that these should be included in any future postcode analysis.

RESOLVED - To note the report and the comments now made.

95 Reducing Health Inequalities - Clinical Commissioning Groups Perspective

As part of the Board’s examination of Health Inequalities, Members considered a report of the Head of Scrutiny and Member Development, which included the draft Health and Wellbeing City Priority Action Plan (4e) related to ensuring equitable access to services that prevent and reduce ill-health. The main purpose of the item was to consider the future role of the emerging Clinical Commissioning Groups (CCGs) in this regard. Appended to the report was the draft action plan for Priority Action 4e and a written submission by the three Leeds Clinical CCGs.

Attending for this item to present the report and respond to the Board’s questions and comments were:

Gordon Sinclair (Shadow Accountable Officer) – Leeds West Clinical Commissioning Group (CCG)

Victoria Eaton (Consultant in Public Health) – NHS Airedale, Bradford and Leeds – working with Leeds West CCG

Jason Broch (Shadow Chair) – Leeds North Clinical Commissioning Group (CCG)

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Lucy Jackson (Consultant in Public Health) – NHS Airedale, Bradford and Leeds – working with Leeds North CCG

Nichola Stephens (Senior Information Manager (Public Health, Staying Healthy & LA) – NHS Airedale, Bradford and Leeds

Apologies were received from Andy Harris (Leeds South and East Clinical Commissioning Group), with issues relating to this CCG, being covered by Jason Broch and Gordon Sinclair.

The key points of discussion were:

- the importance to all of the CCGs of reducing health inequalities and, notwithstanding the variation on matters pertinent to the local areas, the shared approach being undertaken across the City;
- Public Health to be at the core of the CCG organisations' thinking with commissioning based on need;
- data issues, the difficulties of demonstrating quick wins in this area; the possibility of using proxy indicators; the importance of using postcode data and the reliability and accuracy of the data being collected
- the method used for extracting data from GP practices;
- the Leeds-based Information Strategy and the need for this to include those Leeds residents with BD and WF postcodes;
- the need for data collection systems to be compatible. It was noted that in the Outer South the incompatibility of data systems effectively excluded 15,000 residents from the information collected, which was not acceptable, and skewed the figures. It was stressed that this anomaly, which had recurred for years, must be addressed;
- the role of the CCGs in signposting people to services, especially those where a social or economic problem, e.g. poor housing, was affecting their health; the time constraints on GPs and the use of the multi-agency referral system (MARS), with the Board being informed MARS had been considered but was felt to offer limited additional value, other than for advice on benefits, with different pathways being used for signposting to other services. Some concerns around 'data sharing' had also been raised and fed back into the evaluation process;
- how CCGs would meet the needs of those people who did not readily engage with society or were not registered with a GP;
- the use of data, above and beyond the primary care data available across the city, to help estimate the likely prevalence of particular health conditions within particular populations and/or communities,
- a method of patient engagement using a social marketing approach to help improve / encourage patient access to services.

RESOLVED -

- (i) To note the report, the information provided by the CCGs and the comments made at the meeting.
- (ii) That the information presented and discussed at meeting be used to inform the drafting of the Board's inquiry report around health inequalities.

(During consideration of this matter, Councillor Hussain left the meeting)

96 Leeds Teaching Hospital NHS Trust - Care Quality Commission (CQC) Compliance - Update

Further to minute 83 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 21st March 2012, where the Board considered a report of the Care Quality Commission (CQC) that identified improvements needed at St James' University Hospital (as part of Leeds Teaching Hospitals NHS Trust (LTHT)) to consider a report of the Head of Scrutiny and Member Development providing further information around the action plan relating to nursing staff with a focus on Older People's medicine.

Appended to the report was a copy of a press release dated 29th March 2012, which followed a formal warning issued by the CQC to LTHT following an unannounced inspection at Leeds General Infirmary. During that inspection, inspectors considered that patients' needs were not always being met and attributed this to poor care and on two of the three wards inspected on this visit to insufficient staff. As supplementary information (Item 87 refers), the Board was in receipt of the CQC's Review of Compliance report outlining the actions LTHT had been asked to take at the LGI and a briefing note from LTHT on nursing staff levels.

Attending for this item to provide further information and respond to the Board's queries and comments were:

Maggie Boyle (Chief Executive) – Leeds Teaching Hospitals NHS Trust
Karl Milner (Director of Communications and External Affairs) – Leeds Teaching Hospitals NHS Trust
Wendy Dixon (Compliance Manager (Yorkshire and the Humber)) – Care Quality Commission

Apologies due to illness were received from Jo Coombs (Director of Quality and Nursing) NHS Airedale, Bradford and Leeds. It was also reported that Ruth Holt (Chief Nurse (LTHT)) was unable to attend the meeting due to a CQC visit taking place at the same time.

The Chief Executive of LTHT began by informing the Board that:

- she had been horrified by the findings of the CQC;
- immediate actions had been taken to address the situation, including the closure of Ward 53 and assurance work undertaken across adult inpatients wards to give surety that the findings of the CQC were not evident in other areas of the Trust;
- staff had been made aware of the outcome of the inspection and of the remedies required;
- the warning notices issued required the Trust to declare compliance by 31 March 2012. It was reported that this had been achieved and the CQC was currently on site to check that the Trust was now compliant with the required standards.

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The Board was informed of the circumstances around Wards 53 and 55, which had been inspected by the CQC, these being:

- in late December 2011, due to increased patient numbers, including patients with fractured neck of femur, a decision was taken to temporarily open a third ward, which was planned to close at the end of March 2012;
- staffing levels of 30 staff (this figure was rounded up for easier understanding) per ward would have been the usual level. As only 60 staff were available, the decision was taken that rather than remove this much needed capacity, three wards would be in operation with 20 staff per ward and the additional 10 posts per ward to be filled by use of overtime and the nursing bank. In the event, it had not proved possible to always provide cover for staff shortages, especially where absences had occurred at short notice;
- the CQC visited on 29th February – 1st March 2012 and following its findings, Ward 53 was closed. As some patients were on Ward 53 awaiting discharge, through the spot purchase of 20 beds by Social Care colleagues, it was possible to discharge these patients and move others to different wards.

Details of the actions which were taken were provided and included:

- Reiterated in writing to all staff the standards of care which were expected within the Trust;
- Visited all adult inpatients, focussing on the three areas of concern highlighted by the CQC;
- Emphasised the importance of documentation being completed to ensure that the evidence existed of the care being delivered.

The Chief Executive also outlined other initiatives to address the issues raised by the CQC, which included:

- Building on the initiatives within the Managing for Success Programme, i.e. more efficient use of the bed base and better management of discharge planning
- Looking at how to achieve standardisation of care
- Reinforcing the Mission Statement
- Created new website where people can raise issues without the need to go through the lengthy complaints procedure
- Implementing monthly recruitment campaigns
- Use of electronic rostering with additional funding being directed to this to bring this facility on-line more quickly
- Every Ward Manager to be assessed to see if additional support is required
- Measures to address the quality of care being provided, including the introduction of patient feedback upon discharge and feedback from staff at the end of each shift

- Tackling attitudes and behaviours to ensure greater nurse/patient contact
- Re-examining the nursing blueprint to ensure staffing levels are properly distributed across all areas and finding a mechanism for ensuring that staff cover was provided where needed, even if it was on Wards which were less popular among nursing staff
- a review of the oversight mechanisms, with an acceptance that the issues raised by the CQC should have been picked up earlier

Reference was made to the quality of care, with the Chief Executive stating that staffing levels alone did not always account for quality of care. It was highlighted that leadership on Wards was of paramount importance and, in the cases seen by the CQC, better standards of care could have been provided.

The Board discussed the report and the information provided at the meeting, with the main discussion points being:

- the disgraceful situation as reported by the CQC; that this followed a CQC inspection at St James' where failings had been found and the need for reassurances to be given to the Board that these issues were being addressed;
- the monitoring mechanisms in place and how Senior Management would have discovered what had been taking place had the CQC not visited at this time;
- patient discharge planning; evidence given to a previous Scrutiny Board inquiry indicating this began once patients were admitted, yet several patients on Ward 53 were awaiting discharge at the time of the inspection;
- staffing levels and the statement in the supplementary information supplied to the Board by the Leeds Teaching Hospital NHS Trust that 'Staff levels were not the pivotal factor in determining how a patient was treated'
- the distribution of staff across the organisation with concerns raised that this was not always carried out effectively;
- concerns about the quality of care provided; the attitudes of some staff to patients; the amount of information patients were given about their care and the level of involvement with patients;
- the importance of team working on wards, including clerical and portering staff as well as the medical teams;
- the mechanisms for patient complaints; the deep-rooted view that existed, that to complain could have an impact on the care received;
- the need to have mechanisms in place to ensure that the many dedicated, hardworking members of nursing staff could raise concerns in confidence and know that their voices were heard without fear of repercussions for their jobs

The Chief Executive recognised the Board's concerns and gave her assurance that these issues would be addressed.

Wendy Dixon stated that once a Compliance Report was issued and was in the public domain, it was usual for further concerns and issues to be raised and drawn to the attention of the CQC.

In summing up the session on behalf of the Board, in deploring the situation as set out by the CQC, the Chair stated that there were many diligent and caring staff, some of whom were working in difficult situations and that the Board wanted to see that their concerns were being addressed and that that staff were being supported.

The Chair thanked the representatives from LTHT and the CQC for attending the meeting and contributing to the Board's consideration of the matters raised.

RESOLVED -

- (i) That the report and information presented to the meeting be noted;
- (ii) That the Scrutiny Board maintain an overview of the performance of the Trust and its future compliance with the CQC standards.

(During consideration of this matter, Councillor Chapman withdrew from the meeting)

97 Calculating Progress in the Delivery of Personalised Support

Further to minute 82 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 21st March where the Board, as part of its examination of the relevant quarter 3 performance data, requested information about changes to the calculation of a key performance measure relating to the provision of social care through personal budgets, the Board considered a report of the Director of Adult Social Services.

Stuart Cameron Strickland (Head of Performance and Improvement) – Leeds City Council, Adult Social Services attended for this item.

The Board was informed that whilst this issue was important in terms of measuring performance, it did not affect any service which was being received.

In terms of the proportion of people in Leeds using social care who received self directed support, the level of 47.8% was average, with the Board being informed that Rotherham Council as the regional lead in this area was being visited by Officers within Adult Social Services to see what could be learnt from this Authority.

RESOLVED - That the report be noted.

(During consideration of this matter, Councillor Bruce left the meeting)

98 Work Schedule - April 2012

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the remainder of the current municipal year. Appended to the report for Members' information was the current version of the Board's work programme and an extract from the Forward Plan of Key Decisions for the period 1st April 2012 – 31st July 2012.

RESOLVED – That the work programme be approved subject to the amendment for the May meeting which would now include the Draft Scrutiny Inquiry Report on Reducing Smoking.

99 Councillor Kirkland

The Chair gave credit to Councillor Kirkland who was stepping down from the Council in May 2012 after 45 years. On behalf of both past and present members of the Scrutiny Board, the Chair thanked him for his work, dedication and insight as a retired GP brought to a range of issues that had been considered.

100 Date and Time of the Next Meeting

Wednesday 16th May 2012 at 10.00am with a pre-meeting for all Board Members at 9.30am.

SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 16TH MAY, 2012

PRESENT: Councillor L Mulherin in the Chair

Councillors R Charlwood, C Fox,
S Armitage, K Bruce, J Chapman,
A Hussain, J Illingworth and S Varley

CO-OPTED MEMBERS Sally Morgan and Paul Truswell

101 Chair's opening remarks

As this was likely to be Councillor Mulherin's final meeting as Chair before taking up a new role on Council, she paid tribute to the extensive and quality work undertaken by the Board during 2011/2012. Cllr Mulherin thanked Members of the Scrutiny Board for all their efforts and hard work during a very busy year, that had not just included the Health and Wellbeing and Adult Social Care Scrutiny Board, but also work associated with the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber), established to consider the review of Children's Cardiac Services and the implications for children and families across the region arising from any proposed changes.

The Chair also made specific reference to the following elements of work undertaken by the Board over the course of the municipal year 2012/13:

- Contribution to the future options for long term residential and day care services for older people in Leeds;
- Review of services and facilities at Fairfax House for Blind and Visually Impaired People of Leeds;
- Consideration and response to local Foundation Trust proposals – in particular, those presented by Yorkshire Ambulance Service NHS Trust;
- The scrutiny inquiry and report around reducing smoking in Leeds;
- The considerable work around the Transformation of Health and Social Care Services in Leeds – summarised in the draft report to be considered at the meeting;
- Work around reducing health inequalities in Leeds, including the outline principals and recommendations, on which to base a final report, due to be considered at the meeting;
- Consideration of a number of Care Quality Commission (CQC) compliance reports.

The Board specifically discussed Yorkshire Ambulance Service NHS Trust's proposals to become a Foundation Trust and the associated governance arrangements. Members were advised that a response had been received from the Trust, which summarised the outcome of the public consultation and confirmed the governance arrangements as those set out in the original consultation document. This being despite the concerns expressed by the Scrutiny Board. The Scrutiny Board agreed that a further response should be sent to the Trust, expressing the Scrutiny Board's continued concerns around the, seemingly agreed governance arrangements under a Foundation Trust model, and the absence of any West Yorkshire Local Authority representation on the Board of Governors.

The Chair also thanked the Board's Principal Scrutiny Adviser for his work during the year.

Board Members thanked Councillor Mulherin for her work as Chair of the Board and her dedication the role.

102 Late Items

Although there were no formal late items, the Board was in receipt of the following supplementary information, for consideration at the meeting:

- Draft Scrutiny Inquiry Report on Reducing Smoking in Leeds and associated comments from the Joint Director of Public Health (minute 109 refers)
- Draft Scrutiny Inquiry Report on Transformation of Health and Social Care Services in Leeds, to form the basis for consultation with the appropriate Directors (minute 110 refers)
- Outline principals and recommendations relating to the Board's inquiry into Reducing Health Inequalities in Leeds, to form the basis of the Scrutiny Board's draft final report (minute 111 refers)

103 Declarations of Interest

No declarations of interest were made at this stage although a declaration was made later in the meeting (minute 106 refers).

104 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from:

Councillor Chapman and co-opted members Joy Fisher (Alliance of Service Users and Carers) and Betty Smithson (Leeds Local Involvement Network (LINK)).

105 Minutes

minutes approved at the meeting
held on Wednesday 27th June 2012

RESOLVED - To approve the minutes of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 18th April 2012

106 Review of Children's Neurosurgery - a proposed framework for services and standards specification in England

The Board considered a report of the Head of Scrutiny and Member Development introducing draft documentation published in relation to a proposed framework and specification standards for Children's Neuroscience Networks. Appended to the report were the following documents:

- Briefing note from North of England Specialises Commissioning Group (Yorkshire and the Humber Office);
- Children's Neuroscience Networks (for the neurosurgical child) - a framework for services in England (February 2012);
- Children's Neuroscience Networks (for the neurosurgical child) - specification standards (February 2012);
- Children's Neuroscience Networks (for the neurosurgical child) – Questionnaire.

Attending for this item were:

- Cathy Edwards (Director of Specialised Commissioning) – North of England Specialised Commissioning Group (Yorkshire and the Humber Office)
- Lisa Marriott (Assistance Director of Specialised Commissioning) – North of England Specialised Commissioning Group (Yorkshire and the Humber Office)

Councillor Mulherin declared a personal interest as a member of Epilepsy Action.

The main points of discussion were:

- The network footprints being considered for Yorkshire and the Humber. It was confirmed that a North of England solution had been discounted as 'unworkable'. This was welcomed by the Scrutiny Board.
- The situation in respect of Sheffield and whether this would form part of footprint for the Yorkshire and Humber or Midlands network.
- The importance of children and their families not having to travel great distances to receive treatment.
- The importance and availability of support for children and their families accessing neurosurgical services.
- It was confirmed that the length of stay in hospital following surgical procedures tended to be between 5 and 10 days – with the average length of stay being 7 days.
- The engagement and involvement work that had taken place in helping to shape and develop the proposals outlined in the respective

framework and specification standards for Children's Neuroscience Networks documents.

- Clarification around the current service provision and the likely improvements associated with the proposed changes. This included:
 1. Providing 24/7 access to services, while making best use of resources across proposed networks and surgical centres; and,
 2. The relationship with other services and clinical pathways.
- Delays to treatment, including current delays occurred and how the proposed changes would help to address such issues.

The Chair thanked the Directors and Assistance Director of Specialised Commissioning for their attendance and contribution to the meeting. The Chair paid particular tribute to the Director's ability to explain very complicated topics subject with great clarity and simplicity.

RESOLVED –

- i) To note the report and the comments made at the meeting.
- ii) That Members' comments be used to form the basis of the Board's response to the consultation on the proposed changes.
- iii) That a further report be presented to the Board in the new municipal year, once the network footprints had been agreed.

107 Leeds and York Partnership NHS Foundation Trust - Care Quality Commission compliance update

Further to minute 96 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 18th April 2012 where the Board considered a report following the Care Quality Commission's (CQC) compliance report issued to the Leeds Teaching Hospitals NHS Trust in respect of Ward 53 at the Leeds General Infirmary, the Board considered a report of the Head of Scrutiny and Member Development relating to recent inspections at facilities managed by Leeds and York Partnership NHS Foundation Trust. Appended to the report were:

- The CQC review of compliance report (December 2011) – the Newsam Centre (Ward 3)
- The CQC review of compliance report (April 2012) – St Mary's Hospital
- The CQC review of compliance report (October 2011) – St Mary's Hospital
- Associated responses from Leeds and York Partnership NHS Foundation Trust (LYPFT)

Attending for this item to provide further information and respond to the Board's queries and comments were:

- Rod Hamilton (Compliance Manager) – Care Quality Commission;
- Chris Butler (Chief Executive) – Leeds and York Partnership NHS Foundation Trust;
- Michele Moran (Deputy Chief Executive, Chief Operating Officer and Chief Nurse) – Leeds and York Partnership NHS Foundation Trust;

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- Lynn Parkinson (Deputy Director of Care Services) – Leeds and York Partnership NHS Foundation Trust.

As the quality regulator across health and social care service providers, the CQC's Compliance Manager provided the Board with an overview of the CQC's work and priorities. The Board was advised of the CQC's contribution to nationally identified thematic reviews identified periodically and the recent areas of non-compliance that had been identified at St. Mary's Hospital and the Newsam Centre.

The Scrutiny Board was further advised by the Compliance Manager that Leeds and York Partnership NHS Foundation Trust had responded quickly and positively to the findings of the CQC and drawn up associated action plans in order to address the issues highlighted. The Board was assured that the action plans had been acted upon and improvements at both locations were evident.

The Chief Executive of Leeds and York Partnership NHS Foundation Trust confirmed to the Board that a range of measures had been put in place by the Trust to both address the findings of the CQC and as part of the Trust's internal processes and improvement work. The Scrutiny Board was advised that the Trust had:

- adopted CQC methodologies internally and were now carrying out unannounced inspections on their services. This formed part of an improved and more extensive audit processes to help provide multiple sources of information around the quality of services provided by the Trust;
- processes in place to report service quality issues to its Board of Governors;
- improved record keeping and reminded staff of the need to evidence the good care being given;
- increased investment in safeguarding with an additional safeguarding co-ordinator being recruited;
- increased training (and monitoring of training) on safeguarding, to ensure all staff had undertaken the latest training programme;
- provided training and clinical supervision around drawing up care plans, emphasising the need for these to be patient-centred and not written in technical language;
- increased the level and types of feedback on the service and care being provided
- developed a 'Welcome pack' for patients and carers.

The key areas of discussion were:

- The seriousness of the issues identified by the CQC and the scale of the issues across the Trust.
- The importance of safeguarding and the relationship with the Leeds Adult Safeguarding Board. Based on comments in the CQC report that

patient concerns had not been taken seriously and that there had been a three week delay in passing on a safeguarding concern, this included a discussion on how legitimate criticisms from patients were dealt with.

- The important role of CQC compliance inspections, along with the use of a range of information and sources of information to help provide an overview of the Trust and the services provided.
- That poor documentation could be indicative of other, more serious issues, with an organisation
- The level of involvement between the Trust and patients and carers
- The provision of tobacco to patients and the mixed messages this can give when trying to promote better health – and balancing this with the rights of individuals to make lifestyle choices.

The Board welcomed the assurance provided by Leeds and York Partnership NHS Foundation Trust about the improvements made following the recent inspections by the CQC. While a formal a report following the recent re-inspection of the Newsam Centre was awaited, the Scrutiny Board noted that improvements had been made by the Trust.

RESOLVED - To note the report and the comments now made

During consideration of this matter, Councillor Hussain left the meeting

108 Quality Accounts for 2012

The Board considered a report of the Head of Scrutiny and Member Development providing an update on the production of local healthcare providers' Quality Accounts for 2012, together with a copy of the Leeds and York Partnership NHS Foundation Trust's draft Quality Account for comment

Attending for this item to respond to questions from the Board were:

- Chris Butler (Chief Executive) – Leeds and York Partnership NHS Foundation Trust
- Michele Moran (Deputy Chief Executive, Chief Operating Officer and Chief Nurse) – Leeds and York Partnership NHS Foundation Trust;
- Lynn Parkinson (Deputy Director of Care Services) – Leeds and York Partnership NHS Foundation Trust

The Board discussed the report and Quality Accounts, with the main issues arising from the discussion were as follows:

- The use of Patient Environment Action Teams (PEAT) that aimed to minimise the level of out of area placements.
- The Scrutiny Board welcomed the plans to open a new 17-bedded secure rehabilitation in-patient facility that will reduce the reliance on out of area placements. The Scrutiny Board recognised the benefits that being able to access services closer to home will bring to the

experience of service users and their families/ carers. The Scrutiny Board also recognises the improvements that such a facility will bring to the use of resources across the local health and social care economy.

- The Scrutiny Board noted the section on the Care Quality Commission(CQC) within the Trust's draft Quality Account inclusion. Having considered the compliance reports published by the CQC and the associated responses from the Trust, the Scrutiny Board believed that a greater emphasis should be included in the finalised Quality Account that specifically captures the actions taken by the Trust and details the assurances provided to the Scrutiny Board.
- The Scrutiny Board also believed there should be greater clarity around the current inspection regime, specifically in terms of the internal quality assurance processes implemented by the Trust.
- The Scrutiny Board noted that, earlier in the year, the Trust had provided anecdotal evidence suggesting there had been an increase in demand for services from people presenting with acute mental health crisis. The Scrutiny Board had requested data to support the statement made by the Trust, but the only evidence as yet seen by the Scrutiny Board had been provided by a voluntary sector organisation. The need for statistics around the demand for mental health service in Leeds to be provided was re-emphasised.
- The Scrutiny Board welcomed the additional capacity proposed to be implemented in 2012/13 at the Becklin Centre – aimed at increasing the physical space and capacity of the Section 136 service and to provide a flexible care environment to allow a greater range of therapeutic activities to be provided.
- The Scrutiny Board recognised that not all Leeds' mental health services are provided by the Trust, and that this amplifies the need for partnership working across the local health and social care economy – including voluntary, community and faith sector (Third Sector) organisations. The Scrutiny Board welcomed the Chief Executive's commitment for the Trust to work with the Third Sector, and believed that, moving forward, there should be greater emphasis on the Trust's work across/ with Third Sector organisations.

RESOLVED –

- (i) To note the report and the information provided at the meeting.
- (ii) That the comments made by the Board be formally submitted for inclusion in the final version of the Trust's Quality Account (2012)

During consideration of this matter, Councillor Armitage left the meeting

109 Reducing smoking in Leeds - draft Scrutiny Board report

Following its inquiry into Reducing Smoking in Leeds, the Board considered the draft Scrutiny Board report. Comments received from the Director of Public Health, Dr Cameron were circulated and considered at the meeting.

Whilst accepting Dr Cameron's suggested amendment to recommendation 2 of the draft report, the Board did not accept the comments made in relation to recommendation 11, which Dr Cameron suggested should be specifically around the sharing of data for public health purposes regarding tobacco. The Scrutiny Board felt this was too restrictive an approach.

The Board also discussed Dr Cameron's suggestion about the issue of costs around tobacco litter but felt that this issue was addressed in the draft Tobacco Action plan.

RESOLVED -

- i) To agree the draft recommendations subject to an amendment to recommendation 2 to state Where smoking cessation services are offered, including GP practices
- ii) That the final Inquiry report be issued to the appropriate bodies and a formal response be presented to a future meeting of the Scrutiny Board in the new municipal year.

110 Transformation of Health and Social Care Services in Leeds - draft Scrutiny Board report

Following the Board's inquiry into Transformation of Health and Social Care Services in Leeds, the Board considered the draft Scrutiny Board report.

The Chair welcomed the report which succinctly covered the extensive work undertaken by the Board on this Inquiry over the course of the year. It was felt that the report provided some important recommendations for moving forward. Some minor drafting errors were highlighted for correction within the submitted report

RESOLVED -

- (i) That, subject to the minor amendments highlighted at the meeting, the report presented be approved as the final draft inquiry report to form the basis for consultation with the appropriate Directors for their comments.
- (ii) That the final draft report, and associated comments from Directors, be submitted to the first meeting of the Scrutiny Board in the new municipal year for formal approval.

111 Reducing Health Inequalities in Leeds - draft Scrutiny Board report

Following the Board's inquiry into Reducing Health Inequalities in Leeds, the Board considered the arising outline principals and main areas for recommendations.

minutes approved at the meeting
held on Wednesday 27th June 2012

The Board gave detailed consideration to the outline principals and main areas for recommendations.

The importance of engaging with communities and obtaining their views on ways to achieve improvements and reduce health inequalities, rather than adopting a prescriptive approach, was highlighted

Whilst regretting that this work had not been concluded in the time available, the Chair stressed the importance of the successor Board completing this work and then using the recommendations as the basis for more detailed work in the future.

RESOLVED - To note the outline principals and recommendations relating to the Board's inquiry into Reducing Health Inequalities in Leeds, and for these to form the basis of the Scrutiny Board's draft final report to be reported to a future meeting of the Scrutiny Board in the new municipal year.

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Plans Panel (East)

Thursday, 22nd March, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors R Grahame, P Gruen, G Latty,
M Lyons, C Macniven, K Parker, J Procter,
R Pryke and D Wilson

180 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

181 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Application 12/00113/FU – Proposals for a retail food store - site of Mercure Hotel Wetherby – Councillor Lyons declared a personal interest as a member of West Yorkshire Integrated Transport Authority as Metro had commented on the proposals (minute 192 refers)

Further declarations were made later in the meeting, minutes 191 and 193 refer

182 Apologies for Absence

Apologies for absence were received from Councillor Finnigan

183 Minutes

RESOLVED - That the minutes of the Plans Panel East meeting held on 23rd February 2012 be approved subject to clarification on minute 178 – Proposed Energy Recovery Facility – site of former Skelton Grange Power Station – that the discussion which took place was not exhaustive and did not represent the Panel's total consideration of the issues and that other matters could arise during further Panel discussions

184 Local Development Framework (LDF) Core Strategy Publication Document

The Panel received a report of the Director of City Development advising that the LDF Core Strategy Document was currently out for consultation with a closing date of 12th April 2012, with details of how Members could comment on the document being included in the report

minutes approved at the meeting
held on Thursday, 19th April, 2012

RESOLVED - To note the report and details of how comments could be made on the document

185 Applications 11/04911/FU and 11/04912/FU - Refurbishment and re-use of two cottages into one dwelling including external alterations and associated listed building application - 4 and 6 Royds Green Cottages Royds Lane Rothwell LS26

Prior to considering the application, the Chair explained that as there were two applications, each with a separate Listed Building application, for residential development at Royds Green Cottages, it was proposed to present both applications simultaneously but then determine the applications separately

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

The proposals related to the refurbishment and re-use of 2 cottages into one dwelling, with external alterations and conversion of barns into 7 dwellings at Royds Green, Royds Lane Rothwell which was situated in the Green Belt

It was noted that previous proposals for residential development of these sites had been considered by Plans Panel East in November and December 2008, with the applications being refused on the grounds of inappropriate development in the Green Belt and harm to interests of nature conservation. Whilst the appeals lodged by the applicant following refusal had been dismissed, these were not on the grounds put forward by the Council but on the impact of the proposals on the historic fabric/interest of the existing properties

Officers presented the applications and stated that following the appeals, revisions had been made to address the criticisms raised by the Inspector with original features being retained together with existing openings; demolition of non-original lean-to; provision of bat and bird boxes and replanting of trees to mitigate removal of some trees to accommodate the provision of a new road

The Panel heard representations from an objector and the applicant's agent who attended the meeting

Members commented on the following matters:

- the action taken to require the owner of the properties to maintain these properties to prevent further deterioration. On this point, the Panel's Lead Officer stated that depending upon the decisions made by Panel, this matter would be pursued
- the density of the scheme and whether negotiations had taken place with the applicant to reduce the number of dwellings being proposed. Members were informed that this matter had not been taken up with the applicant as the Inspector had not raised the density of the proposals as a reason for refusal
- that the applications relating to 4-6 Royds Green Cottages constituted a significant amount of work which could be considered a rebuild, rather than a refurbishment. The Panel's Lead Officer accepted this and stated that this did amount to inappropriate development but that the proposals would bring back into use a Listed Building and therefore this constituted very special circumstances to outweigh the harm to the Green Belt

- the impact of the proposals which would effectively double the size of the hamlet and would impact on wildlife through the increased numbers of people who would occupy the site
- concerns that the buildings had been left to deteriorate
- that the proposals would enhance the area

The Panel considered how to proceed and noted the position of a current tenant

RESOLVED - That the applications be granted subject to the conditions set out in the submitted report

186 Applications 11/04913/FU and 11/04914/LI - Conversion of barns into 7 dwellings, alterations to the existing farm house, associated works and listed building application - Royds Green Farm Royds Lane Rothwell LS26

With reference to the discussions set out above (minute 185 refers)

RESOLVED - That the applications be granted subject to the conditions set out in the submitted report

187 Application 11/05293/FU - Dormer windows to front and rear of 13 Baldovan Terrace Chapeltown LS8

Plans and photographs were displayed at the meeting

Officers presented the report which sought permission for dormer windows to the front and rear of 13 Baldovan Terrace LS8

A further representation from the applicant was reported in which the need for the additional accommodation was reiterated together with a proposal to amend the materials. With this alteration, Members were informed that the rear dormer could be constructed under permitted development, but that the front dormer would require planning permission, with Officers maintaining the view that the application should be refused, with a possible reason being included in the report before Panel

Members heard representations from the applicant's agent who attended the meeting

The Panel considered how to proceed

RESOLVED - That the application be refused for the following reason:

The Local Authority considers that the proposed front and rear dormer windows by reason of their inappropriate and unsympathetic scale and form will result in the introduction of a prominent and discordant feature to an unspoilt terrace, to the detriment of the character and appearance of the existing property and the present street-scene. The proposal is therefore contrary to Policies GP5 and BD6 of the Leeds Unitary Development Plan (Review) 2006, Policy HDG1 of the Draft Householder Design Guide and advice contained within PPS1 – Delivery Sustainable Development

188 Application 11/03877/FU - Increase height of existing boundary wall and gates to front and side - Grange Cottage Newfield Lane Ledsham LS25

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to a part retrospective application for a boundary wall and gates to the front and side boundary of Grange Farm which was situated in the Ledsham Conservation Area

Members were informed that what had been constructed was 30cm above the approved height, with work having been stopped at the request of Officers

Revised proposals had been submitted with these being shown to the Panel

The Panel heard representations from an objector and the applicant's agent who attended the meeting

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

189 Application 11/05186/FU - Change of use of restaurant (A3) to form restaurant and takeaway (A3/A5) - The Former Fennel Restaurant Building - 2 Victoria Court Wetherby LS22

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for a change of use of restaurant to restaurant and takeaway at the former Fennel restaurant at Victoria Court Wetherby LS22, which was situated in the Wetherby Conservation Area and Town Centre

Members were informed that the proposals for a takeaway element was ancillary to the main restaurant use; that there would be no deliveries of food made from the premises and that the proposals did not require any physical alteration of the building

In view of the proximity of the building to residences, amenity issues, highways and parking were matters the Panel would need to consider

Regarding car parking, 14 spaces were available for joint use by customers of the restaurant and the nearby Marks and Spencer (M&S) store. As the M&S store closed earlier than the restaurant, there would be the opportunity of sole use of these spaces by the restaurant and takeaway

To address any concerns, the applicant was willing to accept a condition requiring no takeaways beyond 10.00pm

It was reported that highways had no concerns about the proposals

The receipt of two further letters of objection were reported, with these raising concerns relating to noise nuisance, impact on signage and that another such takeaway was not required in the area. In response to a question from the Panel, the North East Deputy Area Planning Manager, advised that planning policy did not relate to types of cuisine but to the takeaway use as a whole, i.e. A5

The Panel discussed the application with the following comments being made:

- the number of people the restaurant catered for, with concerns that this information had not been requested. As the applicant was in attendance, the Chair allowed him to respond to this matter, with Members being informed that 90 patrons could be accommodated in the restaurant
- concerns relating to car parking and that there was insufficient parking in the area to cater for the additional takeaway element being proposed

As the Panel seemed to be moving towards refusing the application, in line with the protocol for speaking at Plans Panels, the Chair invited the applicant to address the Panel

The Panel considered how to proceed

RESOLVED - That the Officer's recommendation to approve the application be not accepted and that refusal of the application based on concerns relating to harm to residential amenity and inadequate parking provision be deferred and delegated to the Chief Planning Officer

190 Application 11/03228/FU - Installation of one detached 15.5m high wind turbine to field - land at Blackhill Farm Black Hill Lane LS16

Plans, photographs including a photo-montage showing images from various sites with the proposed wind turbine superimposed on them were displayed at the meeting

Officers presented the report which sought permission for one 15.5m high 10kw wind turbine, for domestic use, on land at Blackhill Farm LS16 which was situated in the Green Belt and was Special Landscape Area

Members were informed that the original proposal had been for two turbines but that following negotiations, the scheme had been revised as presented to Panel

Officers reported that the original objection made by Councillor Harrand had been overlooked in error, however Councillor Harrand's second representation and that of his Ward colleague, Councillor Cohen had been considered

The Panel heard representations from an objector and the applicant's agent who attended the meeting

Members discussed the following matters:

- the reasons for the application – i.e. to address high energy bills and sell back surplus energy to the National Grid
- the siting of the proposals
- the land ownership adjacent to the site, with concerns that planning permission had been granted for use of the site as playing fields for Leeds University and that a wind turbine not in the Council's control could interfere with users of the playing areas
- the amount of subsidies available for wind turbines and that this information should be in the public domain
- that recent research had indicated that wind turbines were not as green as first thought due to the amount of concrete needed to construct the base for the masts
- that the proposal would have a detrimental effect on the countryside
- that approvals for wind turbines in other parts of the city had been given, some in residential areas

Proposals to refuse and accept the recommendation were made and seconded

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

191 Application 12/00241/RM - Reserved Matters application to erect new divisional police headquarters comprising offices and storage areas, custody suite, multi-level car park and secure yard area - Former Greyhound Stadium - Elland Road Holbeck

Further to minute 150 of the Plans Panel East meeting held on 5th January 2012 where Panel received a position statement relating to reserved matters for a

minutes approved at the meeting
held on Thursday, 19th April, 2012

new Divisional Police Headquarters at Elland Road LS11, Members considered the formal application

Before the application was presented, the Chair announced that Martha Hughes, who was the Case Officer for this development, would be leaving the Council to take up a new post in Trafford Council. The Chair paid tribute to the work Martha had undertaken and along with all of the Panel, wished her well for the future

The Chair also took this opportunity to convey best wishes to Jim Wigginton, Planning Compliance Manager, who was to retire from the Council at the end of March

Plans, photographs and graphics were displayed at the meeting

Officers presented the report which related to reserved matters for a PFI funded scheme for a new Police Headquarters with offices, storage areas, custody suite, multi-level car park and secure yard on the site of the former Greyhound Stadium on Elland Road. Due to the timescales involved as part of the PFI funding process, planning permission for the development was required to be in place by April 2012

Following Members' concerns on the position statement regarding the level of visitor car parking being provided, a further 20 spaces would be made available in the fuel delivery area, for overspill visitor parking

The reserved matters scheme mainly followed the principles set out at outline stage although the building had been reoriented to provide better separation from the properties on Heath Road

The materials would comprise pre-cast stone and anodised aluminium panels, with this palette being used throughout the scheme. In line with previous comments, an impressive, double height glazed entrance area would be provided

Councillor Gruen declared a personal interest through being the Executive Member for Neighbourhoods, Housing and Regeneration as the portfolio also included responsibility for reduction of anti-social behaviour, crime and disorder

Members commented on the following matters:

- the need for this major development to provide apprenticeships, jobs and skills and local employment opportunities. On this matter, the Panel's Lead Officer stated that this would be included if it did not form part of the outline permission
- the need for the existing police stations at Millgarth and Holbeck to be demolished as part of the plan. The Head of Planning Services stated this could not be tied into the reserved matters approval but that Officers were aware of these issues and would take these forward
- that the proposals for this site were welcomed as they would tidy up a site which was suffering from neglect and would provide a landmark building on a major gateway to the city
- that the landscaping proposals were welcomed
- that few objections to the scheme from local residents had been received and that the presence of the police was seen locally as a comfort and something to be welcomed
- that the increased visitor car parking provision was welcomed and that the scheme would enable the existing residents-only car parking scheme on match days to be extended into Cottingley/Holbeck and the Cross Flatts area of Beeston

- whether an Environmental Impact Assessment had been carried out in respect of Armley Gyratory, with Officers stating that a very detailed traffic assessment had been carried out

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, with the addition of a condition regarding local employment opportunities and training if this did not form part of the conditions attached to the outline permission

192 Application 12/00113/FU -Demolition of existing hotel and erection of a food store with associated access, car parking, servicing and landscaping - Site of Mercure Hotel - Leeds Road Wetherby LS22 - Position statement

Prior to considering this matter, Councillor Parker and Councillor Grahame left the meeting

Members considered a report of the Chief Planning Officer providing details on the current position of proposals for the demolition of an existing hotel on Leeds Road Wetherby LS22 - which was situated in a conservation area - and the erection of a food store with associated access, car parking, servicing and landscaping

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report and provided information on:

- the site and the proximity of surrounding residential properties
- the level of car parking proposed – this being 254 spaces
- the proposed opening hours
- the landscaping proposals; the number of trees to be removed and the level of replacement planting
- the access arrangements

In terms of the principle of retail development, independent retail advice had been commissioned to review the retail assessment carried out in support of the application, with this advice being awaited

Members were informed of concerns about the proposals from the Council's Conservation Officer and Landscape Officer and noted the comments from Highways that the site was not considered to be accessible to the required standard and would be likely to be overly reliant on customers using cars. Whilst a free bus service was to be provided by the applicant, this was not an access bus and its limited provision was not considered to be sufficient compensation for inadequate bus services, with Metro noting that the site was poorly served by public transport

Whilst not a formal application at this stage, Officers reported receipt of letters of objection from Alec Shelbooke MP and Wetherby Town Council

The Panel discussed the proposals and commented on the following matters in response to issues raised in the report:

- the use of Council owned land for part of the landscaping proposals which was not considered to be acceptable
- that the proposed landscaping scheme was poor
- that the site was prominently located and a gateway to the town and therefore a large retail building might not be the most appropriate use for this site

- that the site was adjacent to a conservation area and the proposed development was considered to be harmful to this
- that the location of the site would not lend itself to linked trips to Wetherby Town Centre and that any time limits imposed on the customers using the car park would also deter linked trips.
- pedestrian access; it was noted that currently no pedestrian access existed, with some concerns being raised about possible ownership issues relating to the proposed link
- concerns about the design of the building and the location of the service yard which was located at the front of the site
- the impact of the proposed high wall to the boundary between the parking area and the adjacent residential properties; that this would create an unattractive environment for residents; was visually unattractive and created an inappropriate setting to Grange View which was a non-designated heritage asset
- that the proposals would have a harmful effect on the residential amenity of residents at Micklethwaite Grove particularly as the proposed store would be 8 metres from the common boundary
- that Highways comments were agreed with and that the access arrangements and car parking provision were unsatisfactory

Reference was made to a brochure which Members had received from the applicant with concerns that the image on the front of the brochure did not accurately portray what was being proposed, particularly as the 7 metre high signs at the entrance to the proposed store had been omitted from the drawing

RESOLVED - To note the report and the comments now made and that a further report would be submitted to Panel once the analysis of the retail impact study had been received

Following consideration of this matter, Councillor McNiven left the meeting

193 Consultation by Wakefield Council on Planning Application 12/00208/FU - Change of use from grazing land to the use of land for the siting of 10 residential gypsy caravan pitches, with associated hardstandings, landscaping, access and works together with erection of 10 associated utility/day rooms - Castle Gate Stanley Wakefield

Members considered a report of the Chief Planning Officer on consultation received from Wakefield Council on a major development proposal close to the Leeds and Wakefield boundary

The proposal was for change of use of grazing land to use of land for siting 10 residential gypsy caravan pitches with associated hardstandings, landscaping, access and works and the erection of 10 associated utility/day rooms at Castle Gate, Wakefield, which was situated in the Green Belt

Councillor Gruen declared a personal interest through being the Executive Member for Neighbourhoods, Housing and Regeneration as caravan sites and land occupied by travelling people fell within his portfolio

Councillor Gruen left the meeting at this point

Officers presented the report which contained a possible response to Wakefield Council, for consideration by the Panel

Receipt of two additional letters of representation were reported although it was stated these raised no new issues

It was noted that Ward Members from Rothwell and Ardsely and Robin Hood Wards had been consulted on the scheme and their comments included in the report

RESOLVED - That the following comments on the planning application be sent to Wakefield Council:

That objections be raised on the grounds that the proposal would be contrary to Green Belt policy and no compelling case has been made to justify the setting aside of this policy. Concerns be raised in respect of the matter of residential amenity due to siting very close to the M62 motorway and the likely excessive noise intrusion and poor air quality

194 Date and time of next meeting

Thursday 19th April 2012 at 1.30pm in the Civic Hall, Leeds

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Plans Panel (East)

Thursday, 19th April, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors R Finnigan, R Grahame,
P Gruen, G Latty, M Lyons, C Macniven,
K Parker, J Procter and D Wilson

195 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

The Chair announced that this would be Councillor Parker's last Plans Panel East meeting as he was standing down from the Council in May having served as a Councillor for 26 years and sat as a member of Plans Panel East for over 20 years

The Chair paid tribute to the extensive work Councillor Parker had undertaken in his Ward and his help on planning and stated that he would be greatly missed

Councillor Parker thanked the Chair for his tribute and said that his time on Council and Plans Panel East had been most enjoyable

196 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Application 10/05670/FU – 56 The Drive Crossgates LS15 – Councillor Grahame declared a personal interest in view of his wife, Councillor Pauleen Grahame's involvement in this case (minute 201 refers)

Councillor Lyons made a general declaration through being a member of West Yorkshire Integrated Transport Authority

(A further declaration of interest was made later in the meeting, minute 203 refers)

197 Apologies for Absence

Apologies for absence were received from Councillor Pryke

198 National Planning Policy Framework

The Head of Planning Services provided an update on the National Planning Policy Framework (NPPF) which had been published on 27th March ahead of a fuller briefing at the next Joint Plans Panel meeting scheduled in June 2012

Members were informed that LPAs should be taking a proactive and positive approach to growth. There was a general presumption in favour of sustainable

development, with 'sustainable' being defined in terms of three dimensions, these being:

- economic
- social
- environmental

The NPPF contained 12 core planning principles, with reuse of brownfield land being encouraged; good design was also recognised within the Framework

In terms of housing land supply, reference was made to holding a 5 year land supply with an additional buffer of 5% to ensure choice and competition in the market for land. However, where there had been a record of persistent under delivery of housing, LPAs should increase this to 20%. In respect of town centres, these were being prioritised

Members were informed that the NPPF was brief and broadbrush, with some detailed Planning Policy Guidance being replaced by a few lines and that as this was now a material planning consideration, reference to the NPPF would begin to be included in reports before Panel

In response to a query, the Head of Planning Services stated that minerals planning was covered in the NPPF

199 Minutes

RESOLVED – That the minutes of the Plans Panel East meeting held on 22nd March 2012 be approved

200 Application 11/05251/FU - Double garage to side with room over and single storey link extension to main house; first floor extension with portico; two dormer windows to front and enlarged area of hardstanding to front - Pine Lodge 18 Bracken Park Scarcroft LS14

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for a double garage with living accommodation above and a range of extensions and alterations, including the provision of two dormer windows to Pine Lodge, Bracken Park Scarcroft LS14. Members were informed of an error in the report at paragraph 8.5 and confirmed that the property was not sited within the Green Belt

The Panel heard representations from an objector – Councillor Rachael Procter – and from the applicant's agent who attended the meeting

Members discussed the following matters:

- the level of neighbourhood consultation which had taken place by the applicant
- whether trees had been felled on the site, with the applicant's agent stating that no tree felling had taken place within the site
- the prominence of the site with concerns the proposal was excessive
- the possibility in the future, of the garage being converted wholly to living accommodation. Officers stated that planning permission would be required for this
- that a previous garage had been converted to ancillary living accommodation for occupation by member of the owner's family and

that enforcement could look at any alleged breach of this, if formally made

- the inclusion of dormers in the scheme and that rooflights might be more appropriate

The Panel considered how to proceed. A proposal to refuse the application was made and seconded. Further discussions took place with the proposal to refuse being withdrawn in favour of deferring for further negotiations

RESOLVED – That the application be deferred to enable further negotiations and consultation with neighbours and Ward Members on the proposals and particularly the removal of the dormers within the scheme and a reduction of the development to address concerns about the impact of the proposals on the overall character of the area, with the Chief Planning Officer being asked to submit a further report in due course for the Panel's determination

201 Application 10/05670/FU - 3 bedroom detached house incorporating second floor ancillary granny annexe to garden plot (part retrospective) - 56 The Drive Cross Gates LS15

Further to minute 56 of the Plans Panel East meeting held on 11th August 2011, where Panel refused a revised application, Members considered a further report of the Chief Planning Officer in light of the recent Court judgement on this matter

Plans, drawings and photographs were displayed at the meeting

Officers presented the report and informed Members that the Inspector's letter on the most recent appeal was not attached as stated but had been when the Panel had previously considered the matter in August 2011

The Deputy Area Planning Manager drew the Panel's attention to paragraph 5.4 of the submitted report which explained that during the recent court hearing, consideration to altering the appearance of the dwelling, particularly the roof form had been discussed. As Officers were not seeking further revisions to the scheme, the applicant's request for this to be put formally in writing to him had not take place. On this matter, a representation had been received from the applicant's solicitor expressing concern and requesting that the application be removed from the agenda to enable discussions to take place. As a result of this request, Panel was asked to take a view on this with Members being informed there was no obligation to seek further amendments to the submitted scheme

Members were informed that the Court's view of the original site plan which had been submitted was that it was so inaccurate, (as it showed the street to be level, which is not the case) that it could not be relied upon. A survey had been carried out which confirmed this with Officers being satisfied on the accuracy of the latest street survey

In respect of the height, Members were informed that the applicant was of the view that this was correct at 10.4m. Whilst the Judge had confirmed the maximum height should be 10.4m, he had not come to a decision on where this would be measured from, with Officers of the view that the height of the property could be considered in the round and therefore, due to the inaccuracies in the original street plan submitted with the application, they would no longer support the fall back position

Photographs showing alterations which had been made to the ground levels to achieve a height of 10.4m were displayed

The current proposal was outlined, which contained some design differences from the previous scheme and was set back 0.9m to the front and 0.8m at the rear, although Officers were recommending the application be refused as set out in the report before Members

Having considered the report and the Officer's presentation, the Chair was satisfied that the Panel was in receipt of all the information needed to determine the application

The Panel heard representations from the applicant's agent and an objector who attended the meeting

The agent's comments that his client sought an amicable solution to the situation were noted as was the length of time – 7 years – this matter had been ongoing

Tribute was again paid to the tenacity of the local residents in seeking to resist an illegal development in their community

RESOLVED - That the application be refused for the following reason:

The proposed retention and modification of the dwelling house would by reason of its excessive height and resulting scale, mass and bulk relative to its immediate neighbours, in conjunction with the uncharacteristic vertical emphasis of the overall design appear obtrusive and represent a discordant feature in the street scene to the detriment of the character and appearance of the area. As such, the development would be contrary to Policies GP5, N12 and N13 of the Leeds Unitary Development Plan (Review), residential design guide for Leeds 'Neighbourhoods for Living' and the design advice contained within the National Planning Policy Framework

202 Application 12/00324/RM - 29 dwellings - land off Whitehall Road Drighlington

Plans, photographs and drawings were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to a Reserved Matters application for 29 houses on a greenfield site off Whitehall Road Drighlington; the Outline planning permission having been granted on appeal

Members were informed that the scheme had been revised down to 29 properties, these being a mix of terraces, semi-detached and detached dwellings of two storey and two storey with rooms in the roof; the layout of which was largely fixed by the access arrangements and the topography of this sloping site. Officers were satisfied that the proposed density was acceptable and allowed for adequate separation distances between properties. In terms of parking, 34 garages were proposed together with 51 open parking spaces, with Highways being satisfied on the level of parking provision

A further representation from Councillor Leadley was reported with his concerns being outlined. Members were informed that discussions were taking place about the pedestrian refuges on Whitehall Road as were negotiations about a strip of land between the site boundary and the land beyond, which would form part of the landscape management plan

Following the advertisement of the revised plans, four letters of objection from local residents had been received. In terms of the level of representation on the

application, it was confirmed that 39 letters of representation were originally submitted

As a result of the reduction in the number of units proposed, the Greenspace contribution had been recalculated and would now be £49,800

If minded to approve the application, an additional condition was recommended regarding provision of obscure glazing in the north west facing openings to Plot 17

Members discussed the application and commented on the following matters:

- the position the Council had found itself in on applications on greenfield sites following recent appeal decisions, with concerns that this situation would be repeated as developers continued to seek to develop greenfield sites ahead of brownfield sites
- that the site was not considered to be sustainable as set out in the NPPF
- possible flooding issues, with Officers stating that this was considered at Outline stage and a contribution extracted for improvements at Lumb Wood Beck
- that determination of the application should be deferred and delegated to Officers to enable further dialogue with Ward Members and residents on aspects of the scheme, particularly the impact on No 85 Whitehall Road
- that the density of the scheme had been reduced and now provided good separation distances between dwellings

The Panel considered how to proceed

A proposal to approve the scheme was made and seconded after which a brief discussion took place on the Council's housing land supply; the role of Neighbourhood Plans on such schemes and the importance of negotiations with Ward Members and local residents when trying to resolve outstanding issues

RESOLVED - That the application be granted subject to the condition set out in the submitted report and an additional condition in respect of provision of obscure glazing in the north west facing openings to Plot 17

(Under Council Procedure Rule 16.5, Councillor Finnigan required it to be recorded that he voted against the matter)

203 Application 12/00450/FU - Detached garage with first floor office - The Coach House Carr Lane Thorner LS14

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to an application for a detached garage with first floor office at The Coach House, Carr Lane, Thorner LS14 which was situated in the Green Belt and a Special Landscape Area

Members were informed that despite a slight reorientation of the garage from the plan before Panel, Officers were of the view that the application should be refused as set out in the submitted report

(Councillor Procter declared personal interests through being friends with residents at two nearby properties, although the application did not affect either of these properties)

minutes approved at the meeting
held on Thursday, 17th May, 2012

The Panel heard representations from the applicant who attended the meeting Members discussed the following matters:

- the increase in development within the Green Belt which, taking into account previous extensions would be 133%
- the access arrangements to the proposed garage
- planning policy in relation to development within the Green Belt
- that no objections had been raised by neighbours to the proposed garage
- the possibility of further development of the building in the future, in view of its siting and whether imposing a condition restricting the use to a garage could be considered
- the need to review the policy relating to the level of permitted extensions

The Panel considered how to proceed

RESOLVED – That the Officer's recommendation to refuse the application be not accepted and that a further report be submitted to the next meeting setting out suggested conditions to be attached to an approval

204 Application 11/03228/FU - Installation of one detached 15.5m high wind turbine to field - Blackhill Farm Black Hill Lane LS16

Further to minute 190 of the Plans Panel East meeting held on 22nd March 2012 where Panel resolved to grant permission for the installation of a wind turbine at Blackhill Farm, LS16, the Panel considered a further report of the Chief Planning Officer providing an update to the previously submitted report

Officers presented the report which had been resubmitted to Panel following receipt of a letter on behalf of Alwoodley Parish Council, the contents of which had been considered by Planning Officers and Legal Services. Whilst the letter did not raise any new material considerations, it highlighted that the report before Members in March did not accurately set out all of the representations which had been received in respect of the application. As such, the report before Members set out the Parish Council's comments in full and had been updated to reflect the implementation of the National Planning Policy Framework

RESOLVED - That the application be granted subject to the conditions set out in the report submitted on 22nd March 2012

205 Dates and times of next meetings

Thursday 17th May 2012 at 1.30pm in the Civic Hall Leeds

Thursday 7th June 2012 at 1.30pm in the Civic Hall Leeds

Plans Panel (East)

Thursday, 17th May, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors J Akhtar, Campbell, R Finnigan,
R Grahame, P Gruen, G Latty, M Lyons,
C Macniven and J Procter

206 Chair's opening remarks

The Chair announced that this would be Councillor Lyons' and Councillor Gruen's last Plans East meeting as they were stepping down from the Panel after 32 years and 6 years respectively. He thanked them for all their hard work on Panel and acknowledged the experience they had brought, which would be missed

The Chair also announced there would be a Special meeting of Plans Panel East on Thursday 31st May to hear a pre-application presentation on proposals for the East Leeds extension

There was some discussion on the timing of this, with Councillor Gruen, who was the Chair of the East Leeds Regeneration Board expressing surprise that a pre-application presentation was proposed when the Board was still in discussions about strategic issues. The need for urgent work to be completed arising from these discussions was stated and that the Panel should be made aware of the Board's views on these strategic matters

The Chair welcomed Councillor Akhtar and Councillor Campbell who had been appointed to the Panel to fill two of the vacancies which had occurred and then asked Members and Officers to introduce themselves for the benefit of the public who were attending the meeting

207 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

The report referred to in minute 217 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds it contains information relating to the financial or business of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the applicant's current negotiations. Whilst there may be a public interest in disclosure, in all the circumstances of the case maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

208 Late Items

There were no formal late items, however Panel Members were in receipt of the following additional information to be considered at the meeting, copies of which had been circulated before the day of the meeting:

Application 11/01713/RM – Land south of Queen Street Woodend Allerton Bywater WF10 – report containing exempt information in respect of financial viability (minute 217 refers)

209 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Application 12/01422/FU – Unit 12 Temple Point Austhorpe Lane LS15 - Councillor Grahame declared a personal interest having commented on a previous, similar scheme (minute 215 refers)

Application 11/01713/RM – Land south of Queen Street Woodend Allerton Bywater WF10 – Councillor Lyons declared a personal interest as a member of West Yorkshire Integrated Transport Authority which had commented on the proposals (minute 217 refers)

With reference to Application 12/00450/FU – The Coach House Carr Lane Thorner LS14 – Councillor Procter stated that although he had declared a personal interest on this application at the meeting on 19th April 2012 through knowing nearby residents, he was satisfied that the application did not affect the residents in any way so would not be declaring an interest on this occasion

210 Minutes

With reference to minute 201 – Application 10/05670/FU – 56 The Drive Cross Gates LS15, which was refused by Panel at the meeting on 19th April 2012, the Panel's Lead Officer stated that an appeal against this refusal had been lodged with a request that the matter be determined by Public Inquiry. Officers would be discussing this with Ward Members before giving a view on this to the Inspector

RESOLVED - That the minutes of the Plans Panel East meeting held on 19th April 2012 be approved

211 Application 12/00450/FU - Detached garage with first floor office over - The Coach House Carr Lane Thorner LS14

Further to minute 203 of the Plans Panel East meeting held on 19th April 2012 where Panel resolved not to accept the Officer's recommendation to refuse an application for a detached garage with first floor office which was sited in the Green Belt, Members considered a further report. Appended to the report was the previous report considered by Panel

Officers presented the report which outlined Green Belt Policy and recent decisions made by the Inspector and Panel on applications within the Green Belt, for Members' consideration. If minded to approve the application, a list of suggested conditions to be attached to an approval were also included

Members were informed that the recent revised local Green Belt Policy allowed for increases up to 30%; national planning policy whilst not giving an exact figure, referred to disproportionate additions amounting to inappropriate development. If approved, the application being considered when taking into account previous additions would result in a 133% increase in the footprint of the original building

Minutes approved at the meeting held on
7th June 2012

As a way forward, Members could consider whether the proposal was a disproportionate addition and if it was concluded that it was inappropriate development, whether any very special circumstances applied in this case to outweigh the harm to the Green Belt. Officers could also be asked to discuss the proposals further with the applicant to see if a form of development could be agreed which would not have such a significant effect on the Green Belt

The Panel considered how to proceed and commented on the following matters:

- that whilst understanding the points made by Officers, the application had been discussed fully at the last meeting and it was decided not to accept the Officer's recommendation to refuse the application
- that the Green Belt policy which had been considered by all three Plans Panels should be adhered to; that a dangerous precedent could be set if the application was granted against policy and the difficulty in defending that policy in the future
- that by opting for further negotiations with the applicant, Panel was agreeing that the principle of development was acceptable, with concerns about this
- that the consequences of inappropriate development in the Green Belt could be seen in parts of the city and there was a need to uphold Green Belt policy
- the difficult situation which had arisen and that all points of view could be understood

In terms of whether allowing the application would set a precedent, the Panel's legal adviser was asked to comment and stated that where precedent was relied on a mere fear or generalised concern of a precedent being set was not enough; that the planning consequences of the decision had to be identified and that this applied where a departure from policy was involved. The consequences in this case could be that if planning permission was granted, whilst each application would be considered on its merits it could well be more difficult to resist further applications of this nature coming forward. The legal adviser also confirmed that it was right for Panel to approach the application in the way outlined in the officer presentation, by first of all considering whether the proposal constituted inappropriate development and if so whether there were any very special circumstances justifying inappropriate development.

Proposals to both grant and refuse planning permission were made and seconded

RESOLVED - That the application be refused for the following reason:

The Local Planning Authority consider that the proposed detached outbuilding by virtue of its overall height, size, scale and siting, coupled with the existing extensions to the dwelling, represents a disproportionate addition to the dwelling which would also harm the openness and character of the Green Belt and which is therefore considered to be inappropriate development. Inappropriate development is, by definition, harmful to the Green Belt and as no very special circumstances have been demonstrated, the proposal is considered contrary to the aims and intentions of policy N33 of the Unitary Development Plan Review (2006), policy HDG3 of the Draft Householder Design Guide as well as guidance contained within the National Planning Policy Framework

212 Application 12/00501/FU - Variation of condition 2 (approved plans) of approval 09/03138/FU for minor material amendment relating to three 4 bedroom detached houses with integral garage to rear garden and replacement detached double garage to existing dwelling - 10 Elmete Avenue Scholes LS15

Plans, photographs and drawings were displayed at the meeting. A site visit had been undertaken earlier in the day which some Members had attended

Officers presented the report which sought approval to a variation of a condition relating to the approved plans of approval 09/03138/FU for a residential development to the rear of 10 Elmete Avenue Scholes LS15; a scheme which had been allowed by the Inspector following an appeal against non-determination

Members were informed that the dwelling on plot 3 of the scheme had not been built in accordance with the approved plans and that amendments had now been submitted which related to changes to the roof form; reduced height of the dwelling and replanting of a hedge, with Officers, on balance, being satisfied on these amendments. A change to the recommendation was requested from approval to defer and delegate to Officers in discussion with Ward Members and neighbours regarding the revised boundary treatment with Panel being informed that the applicant was willing to negotiate and move the retaining wall back from the neighbour's property to reduce the impact and to provide additional soft landscaping

Officers reported receipt of 10 further letters of objection to the revised plans together with an objection form Barwick in Elmet & Scholes Parish Council

The Panel heard from the applicant's agent and an objector who attended the meeting

Members discussed the following matters:

- the unauthorised development and when this had first been noticed, with Officers stating that an enforcement case had been raised when the foundations for the property were put in, - October – November 2011
- that the original drainage scheme was inadequate leading to a need to raise the land levels and therefore the height of the property to accommodate drainage
- the fact that construction had continued despite there being an enforcement issue
- the height and massing of the property with concerns about this
- the boundary treatment proposals with concerns about these
- drainage and flooding issues; with the view that the Environment Agency should have been involved in this case
- that the applicant had appeared to have deliberately flouted planning guidelines

The Panel's legal adviser was asked whether if the application was refused, it could be substantiated at appeal, with Members being informed that it was a finely balanced case and whilst there were some subjective issues there were also some substantive impacts which could be defended at appeal

In view of the applicant's willingness to negotiate further, a concern was raised at the possible refusal of the application at this time

RESOLVED - To defer and delegate refusal of the application to the Chief Planning Officer on the grounds of the height and massing of the proposals and the boundary treatments

213 Application 12/00153/FU - Retrospective application for variation of conditions 7 and 9 of planning permission 33/88/02/FU - Butts Garth Farm Littlemoor Lane Thorner LS14

Prior to consideration of this matter Councillor Gruen left the meeting and Councillor Procter and Councillor Finnigan withdrew from the meeting

Plans and photographs were displayed at the meeting

Officers presented the report which sought through the variation of two planning conditions, to resolve a complex planning and legal situation which had arisen in respect of a landscaped buffer zone between the properties at Butts Garth Littlemoor Lane Thorner LS14 and the adjacent Green Belt

Members were informed that when the three detached houses off Butts Garth Farm were constructed, a landscaped buffer area approximately 10 metres wide was planted as part of the approved scheme. Unfortunately two residents had removed this planting; an Enforcement Notice had been served but this had been dismissed on appeal, with Officers being of the view that this was a flawed decision

To remedy this and ensure a buffer zone was retained, a landscaping scheme providing diverse planting of trees and shrubs was proposed through the incorporation of this strip of land into the curtilage of the existing properties. If minded to approve the application a further condition was suggested preventing structures, gardens furniture or play equipment being placed on the land contained within the landscaped area

The Panel heard representations from an objector, the applicant and his agent

At the request of the Chair the Panel's legal representative explained the difficulties which had occurred in this case, with Members being informed that the buffer zone which formed part of the approval of the residential development was dealt with as part of a S106 Agreement and that it was difficult to enforce when residents had removed the planting. The use of planning conditions provided greater protection in that the Council can be clear on the scheme to be provided and retained; and the enforcement of such conditions would be more straightforward.

RESOLVED – That the application be granted subject to the conditions set out in the submitted report and a further condition stating no buildings, sheds, children's play equipment, garden furniture or other structures to be erected or placed on the land contained within the landscaped area shown on the approved plan

214 Application 12/01372/FU - Change of use and alterations to house to form 2 flats - 4 Belvedere Mount Beeston LS11

Plans, drawings and photographs were displayed at the meeting. A site visit had taken place earlier in the day which some Members had attended

The Panel's Lead Officer presented the report which related to a change of use and alterations of an inner terrace house at 4 Belvedere Mount Beeston LS11, to form 2 flats. As part of the presentation, Members were shown a map of the wider area with permissions and refusals for flat conversions within the last 30 years being highlighted as well as houses in multiple occupation

An objection received from Councillor Nash was reported to Panel

Members discussed the application and commented on the following matters:

- the lack of available amenity space
- inadequate bin storage particularly for residents of the upstairs flat

- that similar conversions had been approved within the city

RESOLVED - That refusal of the application be deferred to the Chief Planning Officer on the basis of overintensive use of the property and not providing appropriate levels of amenity for residents of the property

During consideration of this item, Councillor Procter rejoined the meeting

215 Application 12/01422/FU - Erection of 86 houses at Unit 12 Temple Point Austhorpe LS15

Further to minute 98 of the Plans Panel East meeting held on 6th October 2011 where Panel considered a position statement on proposals for 120 houses, to consider a report of the Chief Planning Officer on a revised application for 114 houses on land south of Queen Street Woodend Allerton Bywater WF10

Plans of the proposals were displayed at the meeting

At this point, following exclusion of the press and public, the Panel considered the supplementary report which provided financial information in respect of the viability of the scheme

Members were informed that the outline permission for the scheme required affordable housing to be provided at a level of 30%, this being the required level at the time. The applicant had offered 15% affordable housing, had increased this to 21% and was now offering 25% with the supporting financial information setting out the situation in this case. Members were reminded that a fallback position did exist which could result in 15% affordable housing being provided

In response to a question from the Panel, Officers reassured Members that the increased affordable housing contribution was not at the expense of other contributions and that an additional £30,000 was being provided towards drainage

Having noted the information and the comments now made, the press and public resumed their seats in the meeting

Members were informed of an error in the report title which should refer to 114 houses and not 120 houses

RESOLVED - To defer and delegate approval of the application to the Chief Planning Officer subject to the conditions set out in the submitted report and following completion of a deed of variation Section 106 Agreement to cover the following matters:

- the payment of a contribution amounting to £30,000 for the construction and future maintenance of an off-site piped outfall from the site
- local employment and training initiatives
- offer of 28 affordable unit (17 sub-market and 11 social rent). This equates to circa 25%
- start to be made on development within a specified period within 2012 and to give certainty over early delivery of houses

216 Applications 11/03697/FU and 11/03713/LI - Rebuilding of fire damaged church and change of use to form 18 flats, 2 pairs of semi-detached houses, associated landscaping and car parking and associated Listed Building application - St Mary's Congregational Church Commercial Street Morley LS27

Plans, photographs, including images showing the extent of the fire damage to the church, drawings and graphics were displayed at the meeting

The Panel's Lead Officer presented the report which sought permission and Listed Building consent for the change of use and development of St Mary's Congregational Church to form 18 flats and two pairs of semi-detached dwellings

The proposals would see the reinstatement and conversion of the church with some modern additions, with the semi-detached properties generating the money to facilitate the works to the church. Officers were satisfied that the scheme would not be viable without the enabling development, although it was felt that the estimated costs of the refurbishment works were high and the sale prices for the completed units, generous, although it was accepted that a relatively low profit level was being achieved on the site

A mix of flat sizes would be provided along with 20 car parking spaces which would be located at the rear of the site and accessed from Troy Road. The siting of the parking spaces in this area, whilst not ideal as it was partly divorced from the development, had been done to avoid the graves within the site

The original proportions of the church had been respected within the scheme. A modern insert of a glazed area opening out onto a balcony was proposed. In terms of the design of the pair of semi-detached properties, these would be of traditional design in stone with slate roofs

Although some of the existing stone wall would need to be lowered and other parts demolished, the Council's Conservation Officer and English Heritage had been closely involved in the proposals which were being put forward for approval

If minded to approve the scheme, additional conditions were proposed with Members discussing the proposed condition relating to the commencement of the semi-detached properties, with concerns that the works to the church should be undertaken first. The Panel's Lead Officer whilst noting these concerns stated that the proposed condition was the standard one used in such cases and that to require the renovation works to the church first could raise issues of viability and unreasonableness

The possibility of unearthing human remains/unmarked graves during the construction work was discussed and the process for properly dealing with these was outlined, with Members being satisfied on this matter

RESOLVED - That the applications be granted subject to the conditions set out in the submitted report and additional conditions relating to:

- the semi-detached dwellings shall not be commenced until the contract has been let for the conversions and construction works to the church
- highways – appropriate visibility splay; parking unallocated for lifetime of development
- details of drainage scheme to be submitted and approved
- archaeological recording
- architectural details to be submitted and approved (rainwater goods/clock face/cleaning of masonry etc

Councillor Finnigan resumed his seat in the meeting

217 Application 11/01713/RM - 114 houses - Land south of Queen Street Woodend Allerton Bywater WF10

Minutes approved at the meeting held on
7th June 2012

Further to minute 177 of the Plans Panel East meeting held on 23rd February 2012 where Panel resolved to defer and delegate refusal of a residential development at Unit 12 Temple Point Austhorpe LS15 on the grounds that the proposed planning contributions did not meet policy requirements, Members considered a further application

Officers presented the report and informed Members that the only alteration from the previous scheme was the level of S106 contributions with the full 15% affordable housing requirement being provided as well as the full education contribution. Whilst previously 43% of the required amount was being offered, this application provided 85%, with Officers of the view this could be supported

An objection from Leeds Civic Trust was reported for Members' consideration

Whilst welcoming the increased funding, it was requested that any future applications of this nature should be accompanied by a financial report, to be exempt from the public if necessary, to enable Members to clearly see the figures involved

A request for more detailed information on the number of jobs and apprenticeships being created through developments was requested

RESOLVED - To approve the application in principle and to defer and delegate final approval to the Chief Planning Officer subject to the conditions set out in the submitted report and the completion of a legal agreement which will include the following obligations

- contribution of £1,482,700 in total to provide full 15% affordable housing contribution (5 social rented and 8 sub market houses on site), full primary and secondary education commuted sums (totalling £409,700), the toucan crossing on Stile Hill Way (£40,000 contribution) and travel plan monitoring fee of £2,500 (sums to be index linked)
- local employment and training initiatives during construction
- long-term management plan for on-site open space
- start to be made on development on site in 2012 to give certainly over early delivery of houses

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

218 Date and time of next meeting

Thursday 31st May 2012 at 1.30pm in the Civic Hall, Leeds – Special meeting of Plans Panel East

Thursday 7th June 2012 at 1.30pm in the Civic Hall, Leeds

Plans Panel (East)

Thursday, 31st May, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, M Harland,
G Latty, C Macniven, A McKenna,
J Procter, E Taylor and P Truswell

1 Chair's opening remarks

The Chair welcomed everyone to this Extraordinary meeting of Plans Panel East. He particularly welcomed the new members of the Panel and asked the Chief Planning Officer to circulate to them some planning documents for example the Householder Design Guide and Core Strategy, which would be useful when considering applications

2 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillor McKenna and Councillor Procter both declared personal interests through being members of the East Leeds Regeneration Board which had discussed the proposals (minute 4 refers)

3 Apologies for Absence

Apologies for absence were received from Councillor Finnigan

4 Pre-application presentation - East Leeds Extension

Members considered a report of the Chief Planning Officer detailing pre-application proposals for a major mixed-use development on land between Wetherby Road and York Road – the 'Northern Quadrant' of the East Leeds Extension. The Panel also received a presentation on behalf of the developers

Plans, photographs, drawings and graphics were displayed at the meeting. A site visit had taken place earlier in the day which Members had attended

The Chief Planning Officer introduced the report and highlighted the importance of the scheme for the city as a whole, for the existing communities in this area and for the people who would live and work in this new development

Mr Crabtree stressed that the presentation and discussions at the meeting were without prejudice to the application process but provided an opportunity to consider the proposals, seek clarification on matters and offer comments on the details presented to Members

Particular attention was drawn to section 8.0 of the report and the recommendations that arose from the meeting of the East Leeds Regeneration Board of 14th May 2012.

The background to the sites coming forward was outlined, ie the decision taken by Executive Board to release Phase 2 and 3 housing sites, particularly in view of the adverse outcome of recent planning appeal decisions on sites in the city

Several key issues were outlined for particular attention; these being

- highways and the existing problems in the area
- the East Leeds Orbital Road (ELOR); the nature of this and its role in relieving traffic pressures in the area and if this could be provided ahead of the development
- the timing and phasing of the proposals; the housing mix and whether specialist provision for older people should be considered
- education provision and the need for both primary and secondary provision as part of the scheme
- landscaping and green spaces

The Panel then received a presentation on behalf of the developers

Members were informed that a consortium had been formed which included the three landowners of the areas of land comprising the whole, 100 hectare site. Whilst the Phase 3 housing allocation also included Redhall, this area did not form part of the scheme being presented

In respect of the ELOR, it was stated that planning policy did not preclude the development from coming forward in phases and did not require the ELOR to be in place at the outset

In terms of timing, Members were informed that the development was being brought forward at this time to meet housing needs in the area

The design process was outlined with the Panel being informed that local context which included an understanding of how residents in the area used the existing facilities; their transport usage and architectural details of the surrounding areas of Shadwell, Thorner and Scholes had all been considered as had the positioning of utilities and the topography of the site

The aspirations of the community had been considered as part of two exhibition/consultations, with the first one showing the basic principles to enable residents to comment on and the second session showing how the comments received had been responded to. Feedback received relating to the siting of the new primary school had resulted in the developers reconsidering this away from the central location originally envisaged. Concerning highway issues, local residents' concerns about existing rat-running had been taken onboard and the modifications made to address this issue

Drawings and ideas about the scheme had been shared with Officers where issues relating to drainage; movement around the site and pedestrian links together with creating a sense of place and highways issues, especially the ELOR had begun to be worked up. Discussions had also taken place with Metro to consider the public transport requirements

Mr Kirkham of Persimmon Homes provided details about the benefits the development would bring in terms of homes, jobs and the wider economic benefits to the local economy and the Council in the form of the new homes bonus. Members were informed that of the 2,000 homes to be built, 300 – ie 15% - of these would be affordable housing. The site would be constructed in three phases, the first being an area east of Wetherby Road and an area of York Road which would start

independently. The second phase would be the area off York Road with the final phase of Skelton's Lane joining the two phases together

A phasing plan was also displayed which indicated the construction and infrastructure would be delivered over a 10 year period, from 2015 – 2025 with initially 80 homes being delivered in 2015 rising progressively to achieve in 2025, the full 2000 homes. The primary school would come on line during 2017-2018, with secondary school contributions being made in 2018, 2020, 2022 and 2024. The developer's section of the ELOR would come on line during 2021-2022, whereas off-site and on-site highway works would be in place from 2015 as would training and apprenticeships which would last throughout the 10 year development period, the local centre would open in 2019 and extended bus services come on line from 2017-2022

The wider economic impact of the proposals were outlined, these being around 225 direct construction jobs, with around a further 275 indirect construction jobs being created. In terms of retail/leisure employment, around 95 jobs were envisaged and that the gross spending power from the development would be £19m with a new homes bonus to the Council of around £17,250,000

Members commented on the following matters:

- the pre-application presentation process and that whilst it gave the developers an opportunity to engage in discussions with the Panel, objectors to the proposals or local Ward Members were not afforded the same opportunity
- the importance of working together, as highlighted by the Chief Planning Officer, but that this did not seem to have happened in terms of consultation, particularly with Ward Members
- that the proposals would have an impact on the Garforth and Swillington Ward and the Wetherby Ward; that answers to concerns raised relating to issues in these Wards had not been forthcoming and the need for these matters to be addressed before the planning application was submitted
- the usefulness of pre-application presentations as a way to highlight areas which needed further work and consultation upon
- the need to appreciate the scale of the development and because of this to look at all aspects thoroughly and carefully
- whether major applications should be considered where the road infrastructure was not in place to support them
- the proposed building method, i.e. starting at both ends of the site – and why commencing in the middle and working outwards could not be considered
- the ELOR; that only part of it was being provided within this development; and not until 2021-2022, by which time there would be approximately 1200 – 1500 homes constructed and the view that the scheme and its impact on the wider area, particularly the Ring Road and Crossgates would only be ameliorated if the whole ELOR was in place
- that the ELOR would run across land owned by a number of people; that discussions on these matters could be lengthy and protracted with concerns about the delivery of this vital element of the scheme, particularly in view of the Thorpe Park development and that the much needed Manston Lane Link Road had not yet been built

- the possibility of conditioning the provision of the ELOR and a date for this to be in place
- the timescales for the provision of the main internal road and main spine roads and the need to know more about the intentions to stop intermittent traffic jams over the life of the development period with concerns that constructing relief roads, as proposed, only added to delays and traffic queuing
- the need to develop and implement a substantive public transport strategy which should be in operation from day one to encourage greater use of public transport
- the phasing timescales and that vital services e.g. the primary school and district centre would be provided after around 800 homes had been constructed, with concerns about this, particularly for highways as in the interim, people living on the site would need to commute for basic services
- education provision, concerns that whilst the developers had indicated there was spare capacity in the area and that some local Headteachers had expressed concerns about the development of a further primary school, that sufficient primary school provision was a concern. In the event that there was some spare capacity currently in primary schools, there would be the requirement for primary school places arising from the Grimes Dyke residential development and this had to be taken account of
- that details of the consultation carried out with the LEA and the Health Authority should be provided to Members
- that lessons had to be learned from the situation in North West Leeds where much development had taken place without the necessary infrastructure
- greenspace and open areas with concerns there were proposals to use developer contributions to improve existing provision
- the importance of siting the accommodation for older people close to the district centre
- the lack of healthcare facilities within the development
- affordable housing, that the level being offered was 15% in line with the current interim affordable housing policy but that given the likely length of the construction period to agree to a blanket 15% for affordable housing was not acceptable and that the Council should be seeking to ensure that the level of affordable housing provision could be revisited later on in the build programme to reflect the policy requirements which applied at that time
- the role of the East Leeds Regeneration Board on the form of the affordable housing and whether this should be provided on or off site, or a mixture of the two

The following additional information was provided by the developer's representatives who attended the meeting

- that the site was likely to have more than one developer working on it and that the proposed construction phasing had been devised taking into account highways for construction vehicle and drainage as there

was sewer capacity on the edge of the site whereas more extensive drainage was needed in the middle of the site

- that the more houses which could be built and sold would enable the infrastructure to be delivered
- that the main internal road would be provided in the middle section of the site and before houses were constructed
- that the information provided on education provision had been obtained from Children's Services
- public open space (POS) and that early discussions had centred around off-site provision but that more recently a country park had been suggested but that further discussions could take place on the amount and form of what POS was needed
- that in terms of healthcare, the developers could respond to what was considered to be required in a development of this scale
- the siting of affordable housing and that the developers were open to discussions on this

In summing up what was considered to be a useful session, the Chair made the following points:

- that an assessment of health needs of the area was required
- that a development framework for site was needed
- that further discussions were needed around education provision and the siting of the primary school which should be in the most appropriate location for the benefit of the new area and the existing housing around the site
- that the early employment and training initiatives the scheme would provide were welcomed
- that speed limits to ensure pedestrian and cyclist safety should be considered, with possibly a limit of 30mph on spine roads and 20mph on other roads being implemented at the outset
- the need for much more consultation to be undertaken which meant working with the community; the importance of engaging with Community Consultative Forum and the need for the developers to listen to the views of the East Leeds Regeneration Board due to their important, strategic role in relation to the wider East Leeds area

RESOLVED - To note the report, the presentation and the comments now made

5 Date and time of next meeting

Thursday 7th June 2012 at 1.30pm in the Civic Hall, Leeds

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Plans Panel (East)

Thursday, 7th June, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, M Coulson,
R Grahame, M Harland, G Latty, T Leadley,
J Procter, E Taylor, Towler and P Truswell

6 Late Items

7 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

8 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Application 12/00514/FU Morrison's Supermarket Morley – Councillor Leadley declared personal and prejudicial interests as he had commented on the proposals (minute 20 refers)

Application 08/00298/OT – The Former Optare Site Manston Lane LS15 – Councillor Grahame declared a personal interest through his wife, Councillor Pauleen Grahame's involvement with the scheme (minute 22 refers)

9 Apologies for Absence

Apologies for absence were received from:

Councillor McKenna who was substituted for by Councillor Towler

Councillor MacNiven who was substituted for by Councillor Coulson

Councillor Finnigan who was substituted for by Councillor Leadley

10 Minutes

RESOLVED - That the minutes of the Plans Panel East meeting held on 17th May 2012 be approved

11 Application 12/00680/OT - Outline application for proposed residential development of 14 houses - land at Shayfield Lane Carlton WF3

The Chair informed the Panel that a request for site visit in respect of this application had been made. The request had come from Councillor Bruce who had raised concerns about the impact of the proposals on the character of the area and highway safety

Draft minutes to be approved at the meeting
to be held on Thursday, 12th July, 2012

RESOLVED - That consideration of the application be deferred to the next meeting to enable a site visit to take place

12 Application 11/05251/FU - Double garage to side with room over and single storey link extension to main house; first floor extension with portico to front; two dormer windows to front; enlarged area of hardstanding to front - Pine Lodge 18 Bracken Park Scarcroft LS14

Further to minute 200 of the Plans Panel East meeting held on 19th April 2012 where Panel deferred determination of an application for a double garage with room over and extensions including two dormer windows to front and enlarged area of hardstanding to enable further discussions to take place, Members considered a further report

Plans, photographs and drawings were displayed at the meeting

The Chair stated that as the application had been considered previously, new Members would need to consider whether they had all the information on which to reach a decision

Officers presented the report and stated that discussions had taken place and whilst the applicants were willing to remove the dormers from the scheme, they did not wish to amend the design of the garage as had been suggested

A proposal to refuse the application was made and seconded. Following an equality of votes both for and against the proposal, the Chair used his casting vote

RESOLVED - To approve the application in principle and to defer and delegate final approval to the Chief Planning Officer subject to the conditions set out in the submitted and report and subject to the removal of the dormers within the proposals. In the event the applicant declined to remove the dormers, to delegate refusal of the application on the basis of the impact on the character of the area

13 Application 11/04759/FU - New access road and 33 houses with landscaping - Land off Barrowby Lane Garforth LS25

Plans, photographs and graphics were displayed at the meeting. A site visit had taken place earlier in the day which Members had attended

Officers presented the report which sought permission for a new access road and residential development comprising 33 houses on an area of heavily overgrown land which backed on to a railway line on Barrowby Lane Garforth LS25

Members were informed that the layout had been revised from 35 dwellings during discussions and what was before Panel was a smaller scheme which would consist of detached, semi-detached and terrace properties, with 15% affordable housing being provided

Some tree removal would be required, however replacement planting including a hawthorn hedge and trees would be provided to mitigate against this loss

In terms of car parking, each property would have two car parking spaces, which would be in addition to, for the majority of the properties, a garage. Visitor car parking spaces had also been included in the scheme. To address concerns about on-street car parking on Barrowby Lane, the applicant had indicated a willingness to contribute towards a TRO

Concerns had been raised locally about the signalised junction on Aberford Road and that currently queues of traffic built up and that this development would add to these problems. Highway were of the view that the quantum of

development proposed in the scheme would have limited impact and that there was little which could be done to improve the situation at this junction

Noise nuisance, particularly that generated from passing trains had been given careful consideration. Officers considered that the best layout for the development had been achieved; that the noise was not constant and that the Council's Environmental Protection Team was satisfied with the scheme

Concerns relating to drainage had resulted in revisions to the scheme to address this, with the intention being for water to drain into a storage area and then be discharged, with Members being informed that the Garforth Flood Group were more satisfied with the revised solution

In terms of greenspace contribution, this would be provided off-site with confirmation being provided that this would be £59,262

Officers informed Panel that following the receipt of an archaeological evaluation, West Yorkshire Archaeology Service was satisfied with the work which had been undertaken and did not require any conditions to be imposed. If minded to approve the scheme in principle, condition No 3 should be amended to include a specific reference to the need for a 1.8m high fence along the western boundary

Officers reported the receipt of five additional letters of representation

The Panel heard from the applicant's agent and Councillor Dobson, who objected to the proposals

Members discussed the following matters:

- flooding issues and that local concerns remained despite the revisions to the scheme
- the siting of the affordable housing in one corner of the site; that the Council's policy was to pepperpot this across a site and that the applicant's agent's comment that it was difficult to achieve this on a small site was not accepted
- that garages were not being provided on the affordable housing dwellings
- whether the specification for the affordable housing met the requirements of social landlords. It was confirmed that it would and there would no difference in the specification between the affordable and non-affordable housing
- sustainability issues, in particular the proximity to the site of the nearest bus stop
- the proximity of local schools to the site
- highways issues, that whilst a transport assessment had been carried out, the reality would be that residents would be leaving the site in a concentrated fashion, particularly on the school run which would cause traffic to build up

The Panel considered how to proceed

RESOLVED - To defer determination of the application for further information on highways, drainage and the siting of the affordable housing in the scheme and that the Chief Planning Officer be asked to submit a further report in due course

14 Application 12/00547/FU - Part two storey part single storey side and rear extension, new first floor window to side - 42 Nunroyd Road LS17

Plans, photographs and graphics were displayed at the meeting. A site visit had taken place earlier in the day which Members attended

Officers presented the report which related to an application for extensions to 42 Nunroyd Road LS17. A previous, similar scheme had been refused and been subsequently dismissed at appeal due to design issues. Although some revisions had been made, Officers were of the view that these were not substantial enough and were recommending to Panel that the application be refused

Members were informed that the applicant had submitted a further representation on the application

The Panel heard from the applicant, who attended the meeting

Members discussed the application with concerns being raised about the compatibility of the proposed design to the host property and wider area

RESOLVED - That the application be refused for the following reason:

The Local Planning Authority considers that the proposed two storey side and rear extension, due to its design, results in an incongruous form of development that is out of character with the host property and the neighbouring properties. As such the proposal will be harmful to the character of the host property and the immediate street scene, contrary to policies BD6 and GP5 of the Leeds Unitary Development Plan (Review) 2006, with policy HDG1 of the Householder Design Guide as well as guidance contained within the National Planning Policy Framework

15 Application 12/00646/FU - Demolition of 3 bungalows, laying out of access road and erection of 11 detached houses - 30-34 Barrowby Lane Austhorpe LS15

Plans, photographs and graphics were displayed at the meeting. A site visit had taken place earlier in the day which Members had attended

Officers presented the report which sought permission for the demolition of three properties and the erection of 11 detached houses with new access road on land to the rear of 30-34 Barrowby Lane Austhorpe, LS15

Members were informed that there was an extant planning permission for the site for a similar form of development and that the application before Panel sought to vary the design of the houses with minor alterations to their siting

Officers reported the receipt of 4 additional letters of representation and informed Members that a major concern locally, including from Ward Members was the access road with the view being that this should be provided via Thorpe Park. Having considered this, Officers felt that it was not appropriate to create an access which would isolate part of the community and be through trees protected by TPOs

Members were informed that the S106 Agreement had now been signed with clarification being provided on the greenspace contribution which was confirmed as £30,881.75 and not £15,445.75 as set out in the report. As a signed S106 was in place, rather than deferring and delegating approval of the application to the Chief Planning Officer, Panel could grant planning permission, if minded to do so

The Panel heard representations from an objector and the applicant's agent, who attended the meeting

In view of some issues raised by the objector, the Panel's Highways Officer was asked to provide further information, with the Panel being informed that although there had been a problem with numbering, the correct part of Barrowby Lane had been the subject of a speed survey as part of the original application; that traffic

speeds were slow; that no objections had been raised by Highways to that application; that there had not been a change in circumstances since that time and that there were no recorded injuries/accidents on Barrowby Lane or leading to Selby Road

Concerns were raised about several inaccuracies in the submitted report relating to the incorrect greenspace contribution and reference to some demolition

Members also queried whether attempts had been made to resolve some of the residents' concerns in relation to this application and sought information on the proximity of the nearest bus stop to the site

Officers provided the following responses:

- that the previous application had not attracted the same high volume of representations and that the difficulty in this case was the existence of a live planning permission
- that the proposed three speed bumps as part of the 2008 permission would not be implemented as it was felt that a more flexible approach could better address residents' concerns about traffic calming
- that the nearest bus stop was approximately 500m from the site

Members discussed how to proceed and whilst accepting the level of local concern to the proposals, were mindful of the difficulty in sustaining a refusal at appeal in view of the extant planning permission

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

16 Application 11/05424/FU - Variation of conditions 1,2,3,4,6,7,8,9,10,11,12,13,14,15 and 19 of previous approval 08/00988/FU to permit retention of agricultural workers caravans and polytunnels at Sturton Grange Farm Ridge Road Micklefield LS25

As the next item on the agenda also related to Sturton Grange Farm, Ridge Road Micklefield, the Chair stated that one presentation would be made to cover both applications, with each application being determined separately

Plans, photographs and drawings were displayed at the meeting

Officers presented the reports which sought the retention of caravans for agricultural workers and polytunnels and an additional 20.02 hectares of polytunnels at Sturton Grange Farm as the farm moved away from traditional methods of soft fruit production, to hydroponic systems

Members were informed that in respect of both applications, an additional condition was proposed requiring the removal of the polytunnels when no longer needed for agricultural use

The Panel was informed that Councillor Dobson had concerns relating to drainage matters and that a local resident had submitted a representation stating the view that amenity issues including problems with anti-social behaviour had been down played and were not addressed by the applicant

As the site was located in the Green Belt, whilst the polytunnels were considered appropriate development, the caravans were not and required the demonstration of very special circumstances to outweigh the harm to the Green Belt. The Panel was informed that the same very special circumstances still applied, i.e. that the caravans were needed to house the workers as the applicant was not able to meet his employment requirements locally

A three year permission was being sought, which Officers felt was appropriate as it introduced an element of control and were satisfied that conditions in respect of complaints management and monitoring were adequate and that the last reported major incident at the site was in 2009

Both applications were being recommended for approval but that application 11/05424/FU would require referral to the Secretary of State as a Departure from the Development Plan

Members considered the applications with further clarification of the maximum number of workers to be employed on site being sought, with this being confirmed as 320

RESOLVED - To approve the application in principle and to defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report, plus an additional condition requiring the removal of the polytunnels when no longer required for agricultural purposes and subject to referral of the application to the Secretary of State as a Departure from the Statutory Development Plan and should the Secretary of State decide not to call in the application for determination

17 Application 11/05410/FU - 20.02 hectares of additional polytunnels for Sturton Grange Farm Berry Lane Micklefield LS25

With reference to the presentation above (minute 17 refers)

RESOLVED – That the application be granted subject to the conditions set out in the submitted report and an additional condition requiring the removal of the polytunnels when no longer required for agricultural purposes

18 Application 12/00053/FU - Proposed single storey extension to rear and ramp to front of education centre - 4 - 6 Carr Manor Crescent Moortown LS17

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which Members had attended

Officers presented the report which related to an application for a single storey extension and access ramp to an education centre on Carr Manor Crescent, LS17. The application proposed the creation of disabled toilet facilities together with a cloakroom, washing and seating area

The planning history in relation to the application was outlined with Members being informed that in 2008 an extension was approved which included provision for toilet facilities and whilst the extension had been built, the toilet facilities had not been created

Highways issues were also a source of concern due the amount of on-street and inappropriate parking which was occurring around the centre

Although the proposed extension was relatively small scale, there was concern that it could be used as additional class space, so worsening the car parking situation

Officers had discussed the situation with the applicants and Ward Members and proposed the deletion of the additional 20sqm floorspace but informed the Panel that the applicants had not wished to do this

Whilst recognising the need for disabled toilet facilities, Officers were of the view that the proposal in this form could not be supported and were recommending the application be refused

Members heard from a representative of the centre on behalf of the applicant
The Panel considered how to proceed

RESOLVED - To defer and delegate the application to Officers to seek to negotiate a smaller extension to accommodate disabled toilet provision and in the event agreement on this could not be reached, to delegate refusal of the application to Officers for the reason set out in the submitted report

During consideration of this matter, Councillor Harland withdrew from the meeting

19 Application 11/05212/FU - Demolish existing retail units and erection 5 retail units with associated car parking and landscaping - Former Netto foodstore - York Road LS14

Prior to considering this matter, Councillor Campbell left the meeting

Plans, photographs and graphics were displayed at the meeting. A site visit had taken place earlier in the day, which Members had attended

Officers presented the report which sought permission for the demolition of the existing units and the erection of 5 retail units with car parking and landscaping on the site of the former Netto foodstore on York Road LS14

The site was an out of centre location and whilst it was unusual to be supporting a retail use, this could be accepted due to the historic retail use on the site and that permission had been granted for a single large retail foodstore on the site in 2010

Members discussed the application and commented on the following matters:

- the proposed use for the site in view of the number of supermarkets in close proximity
- the proposed design of the scheme and that a better quality design should be considered for the area
- the scale and siting of the development in view of the close proximity to residences
- the need to explicitly state the requirement for an acoustic fence in the condition relating to boundary treatments

The Panel considered how to proceed

RESOLVED - That determination of the application be deferred to enable further negotiations on the design, scale and siting of the units, with particular regard to addressing the impact of the proposals on the residents at the rear of the site and that the Chief Planning Officer be asked to submit a further report for Panel's consideration

20 Application 12/00514/FU - Alterations to part of existing trolley bay area to form garden sales area to supermarket - Morrison's Supermarket Windsor Court Morley LS27

Having previously declared personal and prejudicial interests, Councillor Leadley withdrew from the meeting

Plans and photographs were displayed at the meeting. A site visit had taken place earlier in the day which Members had attended

The Panel's Lead Officer presented the report which sought retrospective planning permission for alterations to the existing trolley bay area at Morrison's Supermarket in Morley, to form a garden sales area. Members were informed that whilst planning permission was not required for the use of the trolley bay for garden sales, it was for the physical structure which had been erected in the trolley bay. Furthermore permission was sought for the dutch trolleys, used to display the plants as this was contrary to a condition attached to the original 1970s planning permission for the store

If minded to approve the application, an additional condition relating to the details of additional trolley storage area to be submitted and approved was requested

Members discussed the application and commented on the following matters:

- the impact of the dutch trolleys on the nearby disabled parking spaces with concerns these were a safety hazard
- that the arcade leading up to the site was a busy one and that the dutch trolleys could be considered to be an obstruction
- that as a company, Morrison's seemed to be moving into garden sales, with similar proposals having been sought to be implemented elsewhere and that perhaps a pro-active approach to such applications might result in better outcomes

The Panel considered how to proceed

RESOLVED - That determination of the application be deferred for further negotiations, particularly on the extent of the storage proposed and to seek a better form of development and that the Chief Planning Officer be asked to submit a further report in due course

During consideration of this matter, Councillor Harland resumed her seat in the meeting

Following consideration of this matter, Councillor Leadley resumed his seat in the meeting

21 Application 12/0146/FU - Detached double garage to front; conversion of existing detached double garage to habitable room with link extension to main house - Little Acres Linton Lane Linton LS22

Plans and photographs were displayed at the meeting

Officers presented the report which sought permission for a new, detached double garage and the conversion of the existing double garage to a habitable room with a link extension to the main house at Little Acres, Linton Lane which was situated in a Conservation Area

Members discussed the application, with Councillor Procter, for the benefit of the new Members of the Panel, providing further details on the numerous applications received on this particular site, with concerns that having previously granted permission for a garage, the proposals were to convert this to an additional habitable room and permission for another garage was being sought

Whilst sympathising with these comments and understanding the concerns which existed, the Chair considered that the proposed new garage was well screened and would still provide adequate garden space and stated that a refusal could be difficult to substantiate at appeal

The Head of Planning Services referred to recent publicity about the possibility of garages becoming ancillary accommodation, i.e. a granny annexe, without the need for planning permission and the need on such applications for a condition restricting use to garage only should be considered

RESOLVED - That the application be granted subject to the conditions set out in the submitted report and an additional condition restricting use of the garage to the parking of cars only

22 Application 08/00298/OT - Outline application to lay out access and erect residential development at the former Optare Site Manston Lane Crossgates LS15

Further to minute 54 of the Plans Panel East meeting held on 11th August 2011, where determination of an application to layout access and erect residential development at the former Optare site on Manson Lane Crossgates LS15 was deferred to enable further discussions to take place on the issue of viability, the Panel considered a further report of the Chief Planning Officer

Officers presented the report and outlined the application and background to it. Appended to the report was a comparison table showing the levels of planning contributions as at September 2008, when Panel deferred and delegated approval to Officers following the completion of the S106 Agreement and those currently being proposed. Whilst the level of affordable housing being offered had reduced from 25% to 15% (for the first phase of development) in line with the interim affordable housing policy, additional obligations relating to public transport and employment and training, and increased contributions in respect of education and greenspace would be provided and that local employment/training initiatives had been secured, with Members being informed that the Skills Service would lead on organising this, with the majority of the jobs being created in the construction industry

Members commented on the following matters:

- the need to involve local NHS providers early in the process on the proposals for additional residential development to ensure services were in place
- concerns that the developer could wait for almost 2 years – the time limit attached to the provision of affordable housing at 15% in the first phase – and then begin development, having ‘banked’ the lower level of affordable housing provision with concerns that the policy was not sufficiently robust to protect the Council in this matter
- the possibility of reducing the timescales for commencement on site from 2 years to 1 year

The Head of Planning Services stated that the Council had an interim affordable housing policy in place which specified a two year period, with this having been agreed by Executive Board, with this policy being reviewed in the next few months. Mr Sellens also explained that some level of commitment was sought from developers and this had to be more than a technical start

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report and the completion of a S106 to include the following:

Affordable housing

- at 15% for phase 1 (i.e. pre Manston Lane Link Road) if commenced within 2 years of approval

- thereafter in accordance with the policy in force at that time
- Education contributions
- Primary School - £2,972 per family house
 - Secondary School - £1,791 per family house
- Public transport contribution
- £1,033 per 3 bed house and larger
 - £310 per flat and/or 2 bed house
- Greenspace (Children's play area):
- £604.55 per house
 - £97.50 per flat
- Greenspace
- 10% of the site area to be provided on-site (including maintenance)
 - £57,821 contribution towards off-site improvements
- Local employment and training initiatives
- Public transport infrastructure contribution (£23,000)
- Off-site highway works
- Travel plan and monitoring fee
- Metro cards

In the circumstances where the S106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

23 Date and time of next meeting

Thursday 12th July 2012 at 1.30pm in the Civic Hall, Leeds

PLANS PANEL (WEST)

THURSDAY, 29TH MARCH, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors B Chastney, M Coulson,
K Groves, J Hardy, J Harper, T Leadley,
P Wadsworth and R Wood

Apologies Councillor J Akhtar and J Matthews

111 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix to Agenda Item 15, Former Pudsey Grangefield School, Mount Pleasant Road, Pudsey, LS28 under the terms of Access to Information Procedure Rule 10.4(3).

112 Declarations of Interest

Councillor R Wood declared a personal interest in Agenda Item 9, Airedale House as he was known to the directors. He also declared a personal and prejudicial item in Agenda Item 14, 65-71 St Ann's Lane as he was a Director of the Leeds and Yorkshire Housing Association.

Councillor B Chastney declared a personal interest in Agenda Item 8, Tetley Hall due to his Members hip of the Far Headingley Village Society. He had not had any active involvement with relation to this application.

Councillor M Coulson declared a personal interest in Agenda Item 15, Former Pudsey Grangefield School as a previous governor of the school.

Councillor P Wadsworth declared a personal interest in Agenda Item 12, Montrose Works as a customer of SBT.

113 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Akhtar and J Matthews.

114 Minutes - 1 March 2012

RESOLVED – That the minutes of the meeting held on 1 March 2012 be confirmed as a correct record.

115 Opening Remarks

Members were informed of the outcome of the Inquiry and decision of the Secretary of State into the Clariant and Riverside Mills site. It was reported that an Inquiry was held in November 2011 and was referred to the Secretary of State. The appeals were upheld for both sites and outline planning permission had been granted. The Clariants site would consist of up to 400 dwellings and Riverside Mills up to 150. Further issues highlighted included traffic management and affordable housing.

It was reported that the National Planning Policy Framework had been published and Members were given a brief summary. A report would be submitted to Joint Plans Panel in June 2012.

Members were informed of the retirement of Jim Wiggington, Planning Compliance Manager. Jim had worked for the Authority for over 25 years, spending the last 10 in his current role and Members wished him a happy retirement.

116 Application 11/02069/FU - Milners Road, Yeadon, LS19

The report of the Chief Planning Officer presented an application for the variation of Condition 10 of Application 08/05019/FU at SBT Contracting Ltd, Skip & Hire Waste Transfer Station, Milners Road, Yeadon, Leeds.

The variation of the condition would extend hours of operation on a Saturday from 0800 to 1300 to 0730 to 1800. This would allow the Council to take waste for recycling rather than to Skelton Grange landfill. The application had been brought to Plans Panel due to its sensitivity and local interest. Objections had been received from a Local Ward Member for reasons related to highway safety and potential noise disturbance.

Members visited the site prior to the meeting.

Further issues highlighted in relation to the application included the following:

- A noise assessment had indicated that noise levels at the site were acceptable.
- There had been no objections from Highways or Environmental Health.
- It was recommended to approve the application.

In relation to Members comments and questions, the following issues were discussed:

- The first planning application for the site was made in 2004.
- The site was previously used as a scrap yard.
- There had not been any recorded injury accidents since 1999.
- Conditions to the application – these included limiting the application to one year in the first instance and only one vehicle to use the premises every 30 minutes..
- Noise of vehicles from passing over speed bumps.

RESOLVED – That the application be approved subject to the conditions detailed in the report.

Councillor P Wadsworth abstained from the voting on this item.

117 Applications 11/03234/FU & 11/03370/CA - Tetley Hall, Burton Crescent, Headingley, LS6 4DN

The report of the Chief Planning Officer introduced an application for the demolition of 11-13 Heathfield Terrace and redevelopment of former halls of residence site comprising 4 storey residential care home of 46 apartments (C2 Use class), 3 blocks of 54 flats, 2 blocks of 13 townhouses, conversion of stables to detached house with landscaping and public open space at Tetley Hall, Burton Crescent, Headingley.

The application had been brought to the Panel due to the history of the site, scale of the development and high level of local interest on the proposal. The scheme had been presented to Panel as a pre-application in April 2011, and Members had visited the site. Broadly, the scheme had been well received and the Panel had been pleased with the revised layout and design approach.

Members were shown plans and photographs of the site.

Further issues highlighted in relation to the application included the following:

- The proposals had been reduced from 169 units to 114. There had also been a reduction in the number of parking spaces from 114 to 100.
- There was a commitment from the developer to introduce a build out scheme on Manor Road to allow parallel parking.
- Proposals to remove trees.
- Highways plans, including footpath widening.
- Provision of affordable housing.

A representative of the Far Headingley Village Society addressed the Panel with objections regarding the application. These included the following:

- An unacceptable loss of public open space.
- The height, density and spatial positioning of proposed buildings.
- It was felt that the scale was contrary to the Neighbourhood Design Statement and the Conservation Area and needed further scaling down.
- It was requested that the Panel refuse the application and it be deferred for further scaling down.
- Concern regarding the heights of blocks J and K.

The applicant's representative addressed the meeting. The following issues were highlighted:

- The scheme had been re-designed following consultation with officers, the public and Ward Members.
- The new design aimed for minimum disruption to greenspace.
- The scheme would be specifically aimed at couples and elderly residents.
- With reference to concerns regarding building heights, it was reported that Block J would be 27 metres from the nearest property and this was felt to be acceptable.

Further to Members comments and questions, the following issues were discussed:

- The development would open up greenspace to the public that was previously private land.
- Concern as to whether car parking would be adequate.
- Issues relating to affordable housing.
- Concerns regarding the provision of social housing and school provision in the area.

RESOLVED –

- (1) That approval be deferred and delegated to the Chief Planning Officer subject to the conditions specified in the report and the completion of a Section 106 Agreement within 3 months of the date of resolution unless otherwise agreed in writing by the Chief Planning Officer and to include obligations as outlined in the report.
- (2) That the granting of Conservation Area consent for the demolition of Tetley Hall and 11-13 Heathfield Terrace be deferred and delegated to the Chief Planning Officer in accordance with conditions outlined in the report.

118 Application 12/00244/FU - Airedale House, Park Road, Guiseley, LS20 8EH

The report of the Chief Planning Officer introduced an application for partial demolition, alterations, two storey and first floor extensions to offices, with reconfigured car parking layout at Airedale House, Park Road, Guiseley, Leeds.

The application had been brought to Plans Panel at the request of a local Ward Councillor on the grounds that the proposal; would result in an increase of on street car parking to the detriment of residential amenity.

Plans and photographs of the site were displayed. Members had visited the site prior to the meeting.

Further issues highlighted in relation to the application included the following:

- The developer was committed to supporting any necessary traffic measures.

- It was felt there was enough on site parking to mitigate any impact following the increase of office space.
- Works to trees.
- Traffic regulation orders.

RESOLVED – That the application be approved subject to conditions outlined in the report.

119 Application 11/04612/FU - Former Midway, 111 Queensway, Yeadon, LS19 7PL

The report of the Chief Planning Officer informed the Panel of an application for the change of use of a Public House to a Private Hire Office with alterations comprising the addition of an awning to the rear, boundary fence and entrance gates at The Midway, 111 Queensway, Yeadon, Leeds.

The application had been deferred from the previous meeting of Plans Panel (West) after Members had been made aware of additional information regarding the proposed use of the site.

Further issues highlighted in relation to the application included the following:

- Further usage of the site than was originally reported included limited use for minor repairs through the night.
- Objections had been received from Ward Councillors, the local MP and residents regarding potential noise disturbance and the loss of a public house as a community facility.
- The premises currently opened until 1.00 a.m. on Fridays and Saturdays.
- There were other public houses within 10 to 15 minutes walking distance.

A Local Ward Councillor addressed the meeting with concerns relating to the application. These included the following.

- The affect on nearby residential properties and the potential development to the rear of the site.
- Reference was made to traffic accidents in the surrounding area.
- An increase in the number of vehicles using the site and neighbouring roads being used as 'rat runs'.

The applicant addressed the meeting and highlighted the following issues:

- Vehicles would not usually return to the site in between trips.
- Repairs to be carried out through the evening would be for the use of GPS/Communication equipment.
- The majority of staff based at the site would not use their own vehicles.

RESOLVED – That the application be approved subject to conditions outlined in the report.

Councillor N Taggart voted against the decision and requested that his vote be recorded.

120 Application 11/04959/FU - 4 St Annes Road, Headingley, LS6 3NX

The report of the Chief Planning Officer referred to an application for a part two storey, part single storey rear extension with relocation of flue and condenser units and addition of access ramp to front at 4 St Anne's Road, Headingley Leeds.

The application had been deferred from the previous meeting of Plans Panel (West) to allow for a site visit.

Further issues highlighted in relation to the application and following Members comments and questions included the following:

- There had been no objection to the physical form of the extension.
- The application was recommended for refusal due to concerns with car parking in the area and the impact that increasing the number of covers at the premises would worsen the parking situation.
- Surveys had been carried out to assess car parking on an evening in the area.
- An adjacent car park to the premises was a private pay and display.

RESOLVED – That the application be refused for the reasons as outlined in the report.

Councillors K Groves and J Hardy voted against the decision for refusal.

121 Application 11/03873/FU - Montrose Works, Woodlands Road, Stanningley, Pudsey, LS28 6QG

The report of the Chief Planning Officer introduced an application for the variation of Conditions 7 and 8 of application 75/25/00257 relating to noise levels and to allow 24 hour operations Monday to Sunday at Montrose Works, Woodlands Road, Stanningley, Pudsey.

The application had been referred to Panel due to the number of objections received.

The Panel was shown photographs and site plans of the site.

Issues highlighted in relation to the application included the following:

- Environmental Health recommendations to avoid an impact on residential amenity.
- The proposals supported economic growth and allowed the expansion of the existing business.

- Residential amenity should be improved as activities would be moved further from the nearest residential properties.
- It was recommended that temporary permission be granted for one year in the first instance.

Further issues discussed in response to Members comments and questions included the adoption of Woodlands Road which was not currently suitable for heavy goods vehicles. It was reported that this could be considered in 12 months time should the application be granted and further assessment of the operations at the site had been carried out.

RESOLVED – That the application be approved subject to the conditions outlined in the report.

122 Pre-Application Presentation Preapp/08/00206 - Kirkstall Forge, Abbey Road, Kirkstall, LS5 3NF

The report of the Chief Planning Officer updated the Plans Panel regarding progress on the redevelopment and regeneration of the Kirkstall Forge site; in particular METRO/Network Rail's plans for a railway station and Commercial Estate Group's (CEG) plans for mixed use development on the site.

Members were shown photographs of the site, and design examples.

It was reported that the developers had been working closely with officers and attention was brought to a number of changes since the previous presentation to the Panel.

Issues highlighted included the following:

- Funding for the rail station had been confirmed by the Department for Transport.
- The layout of the development including a commercial hub, housing, landscaping and water gardens.
- Section 106 funding
- Procurement strategy for the delivery of the new train station – a land swap agreement was needed with Network Rail.
- Timescales and future progress.

RESOLVED – That the report and pre-application presentation be noted.

123 Pre-application Presentation Preapp/11/00782 - 65-71 St Ann's Lane

The report of the Chief Planning Officer introduced a pre-application presentation for a proposal for the redevelopment of 65-71 St Ann's Lane, Kirkstall, including partial demolition of the main block and demolition of the gatehouse to be replaced with a new 3 storey extension, to form 15 flats and the construction of a pair of semi-detached properties.

Members' attention was brought to concerns that had been raised by officers that were outlined in the report.

The applicant's representative addressed the Panel and highlighted the following issues:

- It was intended to retain the frontage of the main villa.
- Poor quality extensions needed to be demolished and there had been damage to foundations by tree roots.
- Reclaimed stone would be used for the extension.
- There had not been a tree report or ecology study carried out – the applicant would be willing to do this as part of the application.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the scale of the link building.
- Concern regarding the loss of green space.
- The applicant had a preference to keep the existing building.
- The existing buildings were not listed or in a conservation area.
- Members indicated a preference to retain the beech tree on the site.

RESOLVED – That the report and pre-application presentation be noted.

Councillor P Wadsworth left the meeting during the discussion on this item
Councillor J Hardy left the meeting at the conclusion of this item.

124 Applications 12/00014/FU & 12/00598/LI - Former Pudsey Grangefield School, Mount Pleasant Road, Pudsey, LS28 7ND

The report of the Chief Planning Officer presented an application for the change of use to a former school including extensions to form 49 flats and a listed building application for internal and external alteration, partial demolition and extensions.

Members had attended a site visit prior to the meeting and photographs and plans of the site were displayed.

Issues highlighted in relation to the applications included the following:

- The site was in a residential area and the Pudsey Conservation Area.
- The proposals had received support from local Ward Members but there were concerns regarding car parking.
- 23 objections had been received from local residents.
- It was felt that the proposals met criteria in relation to the context of the National Planning Policy Framework.
- The scheme would not be economically viable without the proposed extension. This view was supported by asset management.
- It was considered that the maximum viable number of parking spaces would be 70.

A local Ward Member addressed the meeting. It was reported that whilst there was no objection in principle regarding the conversion of the building to

flats, that the car parking situation was not acceptable. The Panel was informed of existing problems with car parking in and around the area and it was requested that a residents parking scheme be considered.

The applicant's representative addressed the meeting. The following issues were highlighted:

- The site had suffered severe vandalism and needed to be re-used.
- The scheme had received local support.
- It was felt that 70 car parking spaces was sufficient. Motorcycle and cycle storage would also be available and the site was close to public transport links.
- No further parking could be made available on the site without the loss of proposed apartments and this would affect the viability of the scheme.

In response to Members comments and questions, the following issues were discussed:

- The premises had not been in use for almost three years and it was felt they could become unusable if there was further damage.
- Costs of implementing a residential parking scheme in the area.
- It was felt that the site would not exacerbate the current parking problems in the area.
- Members indicated a preference to support the scheme but wished to see further negotiations regarding on street car parking in the area.

RESOLVED – That the application be deferred to a future meeting of the Plans Panel (West)

Councillors J Harper and K Groves left the meeting during the discussion on this item.

125 Date and Time of Next Meeting
Thursday, 26 April 2012 at 1.30 p.m.

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PLANS PANEL (WEST)

THURSDAY, 26TH APRIL, 2012

PRESENT: Councillor J Harper in the Chair

Councillors J Akhtar, B Chastney,
M Coulson, K Groves, J Hardy, J Harper,
T Leadley, P Wadsworth and A Castle

126 Election of Chair

In the absence of the Chair, Members were asked to nominate a Chair for the meeting.

RESOLVED – That Councillor J Harper be elected as Chair for the meeting.

127 Declarations of Interest

Councillor M Coulson declared a personal interest in Agenda Item 9, Applications 12/00014/FU and 12/00598/LI, Former Pudsey Grangefield School as he was a former Governor of the school.

128 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors N Taggart, R Wood and J Matthews. Councillor A Castle was in attendance as a substitute for Councillor R Wood.

129 Minutes - 29 March 2012

RESOLVED – That the minutes of the meeting held on 1 March 2012 be confirmed as a correct record.

130 Application 12/00654/FU - 50 Otley Road, Guiseley, LS20

The report of the Chief Planning Officer introduced an application for the change of use from a retail sales shop (A1) with flat to hot food take away (A5) with storage at 50 Otley Road, Guiseley, LS20 8AH.

The application had been referred to Panel at the request of a local Ward Member.

Members were shown site plans and photographs of the premises.

Issues highlighted in relation to the application included the following:

- It was proposed to install an extraction ventilation flue to the rear of the premises.
- Although policy did allow for non-retail use, including hot food takeaways, the change of use would take the frontage of the parade of

shops in which it was included over the 30% non-retail frontage threshold.

- The proposal indicated that the flat above the shop would be used for storage.
- The application had been recommended for refusal.

The applicants representative addressed the meeting. He raised the following issues:

- The premises was previously used for the sale of computer and telephone peripherals and had been empty for the past two years.
- The premises had been approved for non-retail use previously and had been used for hot food takeaways in the 1990s.
- Reference was made to the number of recent shop closures in the area.
- The premises had been approved for (A2) usage.
- It was requested that permission be granted to bring the premises back into use.

In response to Members comments and questions, the following issues were discussed:

- It wasn't felt that the change of use would impact on the residential amenity of the flat above the premises. The extraction flue would have grease and odour filters. The applicant would be happy to accept a condition that the flat was let in conjunction with the premises.
- The applicant would be happy to remove the metal shutters from the front of the premises.
- The premises would likely to be only open on an evening.
- There was no internal connection between the flat and the shop premises.

RESOLVED – That the application be approved in principle with the decision deferred and delegated to the Chief Planning Officer and subject to a Section 106 agreement to tie the first floor residential accommodation to the ground floor A5 use and to secure the removal of the roller shutters.

131 Application 12/00564/FU - 230 Stanningley Road, Bramley, LS13

The report of the Chief Planning Officer introduced an application for the change of use of ground floor and workshops to offices and first floor extension at 230 Stanningley Road, Bramley, Leeds. Members were shown photographs and site plans.

The application had been brought to Plans Panel as the applicant was a serving Ward Member.

It was reported that permission had previously been granted but had now lapsed. Further issues highlighted in relation to the application included the following:

- The extension would be to the first floor only.
- Further car parking spaces would be available.
- Internal works had already been carried out. These did not require planning permission.
- The application was recommended for approval.

RESOLVED – That the application be approved subject to conditions as outlined in the report.

132 Applications 12/00014/FU & 12/00598/LI - Former Pudsey Grangefield School, Mount Pleasant Road, Pudsey, LS28

The report of the Chief Planning Officer brought back an application that had been deferred at the meeting on 29th March 2012. The application was for the change of use of a former school building and listed building application for internal and external alterations, partial demolition and extensions to form 49 flats. The application had been deferred to give the applicant opportunity to further consider the concerns regarding car parking in the area.

It was reported that following further discussion with the applicant and highways, that an offer had been made by the applicant for a contribution of £30,000 towards a residents parking scheme.

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer subject to the specified conditions and the securing of £30,000 via an agreement under Section 106 of the Planning Act to fund an appropriate parking permit scheme for existing residents on the surrounding streets.

133 Date and Time of Next Meeting

Thursday, 24 May 2012.

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PLANS PANEL (WEST)

THURSDAY, 24TH MAY, 2012

PRESENT: Councillor N Taggart and J Harper in the Chair
Councillors M Coulson, J Hardy, T Leadley, P Wadsworth, D Congreve, R Wood, M Hamilton and Towler

1 **Declarations of Interest**

Councillor J Hardy declared a personal and prejudicial interest in Agenda Item 13, Application 11/03324/FU, Former Cookridge hospital and Grounds, Hospital Lane, Cookridge as a former patient and withdrew from the meeting during the discussion on this item.

2 **Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors J Akhtar, J Bentley, C Gruen and J Walker.

Councillors D Congreve, N Taggart and M Hamilton were in attendance as substitutes.

3 **Minutes - 26 April 2012**

RESOLVED – That the minutes of the meetings held on 26 April 2012 be confirmed as a correct record.

4 **Application 12/00979/FU - Land to rear of former Harry Ramsdens, Off Bradford Road, White Cross, Guiseley, LS20**

The report of the Chief Planning Officer introduced an application for the erection of four houses with garages and new access, parking and landscaping at land to the rear of the former Harry Ramsden's restaurant (now Wetherby Whaler) off Bradford Road, White Cross, Guiseley, Leeds.

- The application had been brought to Plans Panel at the request of a local Ward Councillor, the impact on the local area and the planning history of the site.

Members were shown site plans and photographs of the site.

Further issues highlighted in relation to the application included the following:

- Planning permission had been granted for a supermarket adjacent to the site.
- A previous application had been submitted for ten houses on the site. Subsequent applications had been made for seven and five properties.
- The proposals included a gated driveway to the site.

- There would be alterations and upgrades to a public right of way that went through the site.
- Diagrams of how shading would affect neighbouring properties were shown.
- Tree Protection Orders.

A local resident addressed the Panel with objections to the proposals. The objections concerned trees and blocking of light to existing properties. It was also felt that the diagrams showing projected shading were not accurate. Local residents were happy to see the site developed but felt that the detached house that was sited away from the others in the proposal was too close and too high.

The applicant's agent addressed the meeting. He reported that this was the final part of the larger site that included the new restaurant and supermarket and made efficient use of what was a brownfield site. There had been no statutory objections to the application, minimum separation distances between the proposed properties and existing properties would be met and close work had taken place with planning and arboriculture officers.

In response to members comments and questions, the following issues were discussed:

- Discussions had been held regarding re-positioning the house that had attracted the objections but it had not been found suitable to do so.
- The proposed properties were a minimum of 21 metres away which met minimum requirements.
- The model used for demonstrating the projections of shading was often used for planning applications.

RESOLVED – That planning permission be granted subject to the conditions as outlined in the report.

Councillor Wadsworth requested that his abstention from the voting on this item be recorded.

5 Application 12/01131/FU - Land adjacent to 16 Ash Grove, Headingley, LS6

The report of the Chief Planning Officer introduced a planning application for a 3 storey rear extension to form 6 flats, associated parking and landscaping at land adjacent to 16 Ash Grove, Headingley.

The application had been brought to Panel at the request of local Ward Councillors on the grounds that it would result in a significant imbalance in the community. There were also concerns that the proposal would exacerbate existing problems regarding noise, litter and parking. Letters of objection had also been received from local residents, the local Member of Parliament and 3 local residents groups.

Members visited the site prior to the meeting and site plans and photographs were displayed at the meeting.

Further issues highlighted in relation to the application included the following:

- The upper floors of the building were already used for residential purposes.
- The building was within the Headingley Conservation Area.
- There had been previous applications which had been to appeal. Members were informed of findings of the appeal.
- The proposals would include 6 new flats that were not specifically aimed at students. There would also be enhancements to amenity space and parking, improvements to the front of the building and the removal of an old fire escape.

A representative of the South Headingley Community Association addressed the Panel with objections to the application. The following issues were highlighted:

- It was felt that there were some inaccuracies in the report.
- Reference was made to previous applications and refusals.
- The provision of further flats for students was not a sustainable development and would further upset the demographic balance of the area.
- Reference was made to the proposals falling within the conservation area.

The applicants agent addressed the Panel. The following issues were highlighted:

- The application was for 1 and 2 bedroom flats and did not necessarily lend itself to student accommodation.
- The proposals would enhance the conservation area and there would be improvements to surfacing and landscaping.
- The proposals would include 9 new flats overall.
- The prices of the flats would be above those that would typically be affordable to students.
- The garden area at the rear which was previously used as an external drinking area to the social club would become an amenity area for residents.

In response to Members comments and questions, the following issues were discussed:

- The application was significantly different to a previous one that had been refused within the 2 year time period.
- Car parking was felt to be sufficient and was within requirements.

RESOLVED – That the application be approved subject to conditions as outlined in the report.

6 Application 12/01510/FU - 3 Meadow Garth, Bramhope, LS16

The report of the Chief Planning Officer introduced an application for a conservatory to the rear at 3 Meadow Garth, Bramhope, Leeds, LS16 9DY.

The application had been brought to Plans Panel as the applicant was a City Councillor.

Members were shown site plans and photographs and were given an overview of the application.

RESOLVED – That the application be approved subject to the conditions as outlined in the report.

7 Application - 12/01586/FU - Greystones, Kelcliffe Lane, Guiseley, LS20

The report of the Chief Planning Officer introduced an application for a balcony and new French door to the first floor side at Greystones, Kelcliffe Lane, Guiseley, Leeds.

The application had been brought to Panel as the applicant was a Chief Officer of the Council.

Members were shown site plans and photographs and given an overview of the application.

RESOLVED – That the application be approved subject to conditions as outlined in the report.

8 Application 12/01673/FU - Kirkside House, 1 Spen Lane, West Park, LS5

The report of the Chief Planning Officer introduced a retrospective application for a polytunnel and shed at Kirkside House, Spen Lane, West Park, Leeds.

The application had been brought to Panel at the request of a local Ward councillor as it was considered to be detrimental to the character of the Conservation Area.

Members attended a site visit prior to the meeting and site plans and photographs were displayed at the meeting.

Further issues highlighted in relation to the application included the following:

- The Polytunnel had been erected for activities to be carried out by patrons of the care home only.
- The polytunnel would be screened by foliage for most of the year.

Members indicated that the use of the polytunnel outweighed the fact that it was in a conservation area.

Minutes approved at the meeting
held on Thursday, 14th June, 2012

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer, subject to expiration of the consultation period on 31 May 2012 and to conditions as outlined in the report.

9 Application 12/00362/FU - 83A Otley Road, Headingley, LS6

The report of the Chief Planning Officer introduced an application for the change of use of a private car park to a public pay and display car park at 83 A Otley Road, Leeds.

The application had been brought to Panel at the request of a former Ward Councillor and on previous Panel discussions on the grounds that the proposal may result in an unacceptable impact on levels of off-street parking in Headingley Town Centre.

Further issues highlighted in relation to the application included the following:

- The proposals would regularise the use of the car park.
- Conditions of use – these included segregating spaces for use by nearby residents.
- There were no planning objections to the application.

In response to Members comments and questions, it was confirmed that the car park would be available for use by anyone including adjacent shops and restaurants. Members were also updated on parking matters at the Arndale Centre.

RESOLVED – That the application be approved subject to conditions as outlined in the report.

10 Application 11/03324/FU - Former Cookridge Hospital and Grounds, Hospital Lane, Cookridge, LS16

The report of the Chief Planning Officer provided the Panel with a position statement on the development taking place at the former Cookridge Hospital and Grounds, Hospital Lane, Cookridge, Leeds.

Members were informed that construction on the first phase of the site had commenced and that a further application that covered the rest of the site would be submitted. Members were asked to consider the revised Section 106 package.

The following issues were highlighted:

- The development would contain 56 extra care apartments – this was broadly supported by Ward Members.
- A contribution from the education element of the Section 106 funding to be used for children's play provision.
- Additional £2,500 funding for Travel Plan.

In response to Members comments and questions, the following issues were discussed:

- Affordable housing – the current level of 15 percent had been exceeded with an additional 24 properties.
- Further discussion would be held with Asset Management regarding the current proposals.
- Members indicated that the Panel was generally supportive of the proposals.

RESOLVED – That the report be noted.

- 11 Date and Time of Next Meeting**
Thursday, 14 June 2012 at 1.30 p.m.

PLANS PANEL (WEST)

THURSDAY, 14TH JUNE, 2012

PRESENT: Councillor Taggart in the Chair

Councillors J Akhtar, M Coulson, J Hardy,
T Leadley, P Wadsworth, C Gruen, Towler,
J Walker, J Bentley, G Latty and N Taggart

12 Declarations of Interest

Councillor Hardy declared a personal and prejudicial interest in Agenda Item 8, Cookridge Hospital due to being a patient of the hospital. He withdrew from the meeting during the discussion on this item.

Councillor Wadsworth declared a personal interest in Agenda Item 11, Leeds Bradford International Airport due to previous involvement in consultation.

Councillor J Bentley declared a personal interest in Agenda Item 10, Silk Mill Gardens due to previous involvement with objectors to the application.

Councillor J Akhtar declared a personal interest in Agenda Item 9, Leeds Girls High School due to previous discussions he had been involved in at The North West Inner Area Committee.

13 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Harper and R Wood. Councillors N Taggart and G Latty were in attendance as substitutes.

14 Minutes

RESOLVED – That the minutes of the meeting held on 23 May 2012 be confirmed as a correct record.

15 Application 12/02071/OT - University of Leeds Bodington Hall Otley Road Adel LS16

The report of the Chief Planning officer introduced an outline application for residential development including means of access and demolition of existing buildings at the University of Leeds, Bodington Hall, Otley Road, Adel.

The application had been brought to the Plans Panel due to the local interest in the scheme and the scale of the proposed development. Members were also informed of further representations that had been made regarding the application.

Members attended a site visit prior to the meeting and site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- Access to the site
- Retention of woodland and TPO trees.
- Objections regarding the use of Adel Lane – it was reported that a traffic calming scheme would be provided.
- All section 106 obligations had been met and would be dealt with at reserved matters.
- Negotiations to include a pedestrian crossing by the school.

In response to Members comments and questions, the following issues were discussed:

- Retention of the playing fields on the site.
- There was an intention to mix the affordable housing provision throughout the site.
- Traffic calming – this would reduce the need for improved visibility splays. It was reported that when the previous application was refused, there was a lack of application from the applicant regarding the proposals for the junction with Adel Lane.
- It was indicated that there would be approximately 160 dwellings on site. Transport assessments had been made on a base of 180 dwellings.
- Indicative layout and design – it was reported that the developer wished to maintain access through the site. Further discussion was to be held regarding design of properties.
- Conditions relating to repairs/maintenance of the development and ecological/conservation issues.
- Bus services – possibility of using the a loop road in the development as a turning point.
- There were currently approximately 1,000 bedspaces in the development.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer subject to conditions as outlined in the report.

Councillors G Latty and P Wadsworth requested that their votes against the recommendation on this item be recorded.

- 16 Applications 11/03324/FU, 11/03496/LI, 11/03492/LI and 11/03491/LI - former Cookridge Hospital and grounds Hospital Lane Cookridge LS16**
- The report of the Chief Planning Officer introduced an application for planning permission and listed building consent for the development of 143 houses and 12 flats; restoration of The Lodge to form 1 house; alterations and extensions to the hospital building to form a residential care home comprising 20 apartments and 35 bedspaces (C2) use; alterations and extensions to the

former Ida Wing building to form 56 extra care housing units (C3) use at the former Cookridge Hospital and Grounds, Hospital Lane, Cookridge.

The applications had been brought to Panel due to the history associated with the site and also because of the applicant's request that the Local Planning Authority considered a revised Section 106 package for the Planning Applications. This was previously discussed at the last meeting of Plans Panel West and the proposed Section 106 package was outlined in the report.

Members attended a site visit prior to the meeting and site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- There would be no through route of the site.
- The Ida building would utilise a private drive
- Current car parking spaces would be allocated to residents and visitors of the Ida building.
- Houses on the development would have natural slate roofs and timber framed doors and windows.
- Conversion of the main hospital building to a nursing home.
- Proposed extension to the Ida building.

In response to Members comments and questions, the following issues were discussed:

- Section 106 monies for play provision would be in the vicinity/ward of the development.
- Use of the Arlington building.
- Conditions regarding the use of materials.

RESOLVED – That the applications be deferred and delegated to the Chief Planning Officer subject to conditions specified in the report.

17 Application 12/01236/FU - Leeds Girls High School Headingley Lane LS6 - Position statement

The report of the Chief Planning Officer provided the Panel with a position statement on the outline application including layout, scale and means of access for 53 dwellings and full application for conversion and extension of the main school building and stable block to form 36 dwellings at the former Leeds Girls High School, Headingley Lane, Headingley, Leeds.

Members had attended a site visit prior to the meeting and photographs and plans of the site were displayed.

The Panel was reminded of the planning history at the site and the Inspector's recommendations following a public inquiry. Further issues highlighted in relation to the application included the following:

- Road access on the western side of the site. Tests had been done to show tree roots would not be significantly damaged and that the road could be brought up to an adoptable standard. This could enable the Headingley Lane access to be closed.
- There was still to be further consultation regarding the design code as there was not enough detail at this stage.
- Section 106 agreement for affordable housing – Members had previously indicated a preference towards the purchase of HMOs in the area.
- Reference was made to an additional representation made by Councillor J Illingworth regarding the use of sports pitches and facilities at the site and the related health issues and the health responsibilities of the Council. This had been previously debated in full by Plans Panel and at the Public Inquiry and this argument had been rejected by the Inspector as they had only previously been available for private use.

Members were asked to comment on questions outlined in the report, the following issues were discussed:

- Block 10 – it was felt that this was too close to trees and it was queried whether this would cause damage to trees, particularly if the western access road was brought up to adoptable standards.
- Affordable housing – some felt that this should be provided on site and not be allocated for the re-use of HMOs. Changes to the amount of affordable housing that needed to be provided would affect what could be achieved and it was suggested to discuss this later.
- Boundaries to the site – it was felt that this should be railings and not fencing.
- It was felt that proposals for lodges/gate houses at blocks 17 and 18 should be scaled down and that 6 properties would be too much and would not allow for suitable garden provision.
- Members felt that there was not enough detail on the proposed block 19 and that it may need to be reduced in size. There was also an issue regarding the proximity of trees.

RESOLVED – That the report be noted.

•

- 18 Application 12/01295/FU - Garages to rear of 19 Silk Mill Gardens LS16**
The report of the Chief Planning Officer introduced an application to erect a detached building forming a pair of garages.

The application had been referred to Panel at the request of a Ward Councillor and due to a significant level of public interest.

Members were shown photographs and plans of the site.

The following issues were highlighted in relation to the application:

- The site was previously part of the garden of 15 Silk Mill Gardens.
- The land adjacent which provided access to the site was owned by Leeds West North West Homes.
- Objections had been received regarding the potential use of the proposed garages.
- Leeds West North West Homes had expressed doubt as to whether access would be given to the plot.

The current owner of 15 Silk Mill Gardens addressed the Panel with objections and concern to the application. The following issues were raised:

- The applicant was the previous owner of 15 Silk Mill Gardens and lived 3 miles away.
- The proposed buildings would be of an industrial size.
- It was proposed for them to be let on a commercial basis and would increase traffic on a residential street where there was currently a lack of parking.
- Concern regarding what the garages would be used for.

In response to Members comments and questions, the following issues were discussed:

- The land was currently unused and unkempt.
- The use of the garages would still be classed as domestic if let to other individuals.
- Issues of access and whether this would be granted. It was suggested that this be clarified before a decision could be taken.
- The applicant already had a container present adjacent to the site.

RESOLVED – That the application be delegated to the Chief Planning Officer to determine whether the applicant would wish to withdraw the application should access be refused.

19 Application 11/03934/COND - Leeds Bradford International Airport

The report of the Chief Planning Officer introduced an application regarding the Forecourt Management Plan (Condition 14 of Planning Approval 08/06944/FU) for Terminal Extension at Leeds Bradford International Airport, Whitehouse Lane, Yeadon.

Members attended a site visit prior to the meeting and site photographs and plans were displayed.

It was reported that the initial application came to Plans Panel in 2008 and had since been to Plans Panel on a further 5 occasions. This application was in respect of the final condition to discharge and the deadline for this was December 2012.

Issues related highlighted in relation to the application and the condition included the following:

- Short stay car parking costs for picking up and drop off at the airport.
- Forecourt arrangements for public transport, contracted private hire vehicles and dropping passengers off.
- LBIA had made no provision for hackney carriages within the forecourt.
- The current private hire contract ran until 2014.
- There was no dedicated route for a proposed drop off point.
- The Voyager Area which was available to all private hire and hackney carriage drivers for an annual fee.
- Signage
- Pedestrian access
- Representations made by local Ward Members
- Shuttle bus facilities

A representative of the hackney carriage trade addressed the meeting with objections to the application. It was felt that the proposals were against local people and providers of public transport and there had not been sufficient consultation regarding the public transport system. He also informed of difficulties for transporting disabled passengers as they had to be dropped a significant distance away from the terminal building. In response to Members questions, it was not felt that the Voyager Area offered a satisfactory solution to hackney carriage operators and was still some distance away from the terminal for disabled passengers.

A representative of LBIA addressed the meeting. He highlighted the following issues:

- LBIA was highly regulated by the Health and Safety Executive, Civil Aviation Authority and Department of Transport.
- There had been over £2 million invested on the terminal forecourt.
- New exit and entrance barriers had been installed to speed up through traffic.
- There had been an 185 increase in bus patronage.
- LBIA had provided subsidies of £230k towards buses.
- LBIA were prepared to subsidise traffic enforcement measures on Whitehouse Lane.

In response to Members comments and questions, the following issues were discussed:

- Location of the 1 hour free waiting area. Members asked if other areas could be used for this.
- Viability of having a free drop off point – charging was part of the economics of the airport.
- Problems and potential danger with passengers being dropped off on Whitehouse Lane.

- Members concluded that the main issue of concern was dropping off of passengers, particularly on Whitehouse Lane.

Members voted against the recommendation in the report and it was suggested that further negotiation take place between officers and LBIA for improved drop off and pick up proposals.

RESOLVED – That the item be deferred for officers to negotiate improved drop off and pick up proposals.

20 **Date and Time of Next Meeting**
Thursday, 26 July 2012 at 4.00 p.m.

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Plans Panel (City Centre)

Thursday, 15th March, 2012

PRESENT: Councillor B Selby in the Chair

Councillors G Driver, S Hamilton, J Jarosz,
J McKenna, E Nash, M Hamilton,
C Campbell, G Latty, A Castle and
A Blackburn

- 65 Exempt Information - Possible Exclusion of the Press and Public**
RESOLVED – That the public be excluded from the meeting during consideration of information arising in discussions at minute 69 as it is deemed likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated in terms of Access to Information Procedure Rule 10.4 (5) on the grounds that disclosure of the information to be discussed could undermine current and/or proposed legal proceedings
- 66 Late Items**
There were no formal late items of business
- 67 Declarations of Interest**
The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:
Minute 68 – applications for long stay commuter car parks
Councillor Jarosz – stated that her son attended Leeds College of Building which was very close to the Skinner Lane site (Application 11/05310/FU) although it was noted that this was not strictly a personal interest in terms of the Members Register of Interests

Councillor Castle – declared a personal interest as a member of Leeds Civic Trust in relation to the Midland Mills site (Application 11/04259/FU), as the Civic Trust had commented on the proposals

Additionally, Councillor G Latty stated that in 2010, he had written a letter arguing with the principle of closing the city centre car parks; however he would review the applications with an open mind and determine each on its own merits
- 68 Applications for Long Stay Commuter Car Parks**
The Chief Planning Officer submitted a report on 16 applications relating to the provision of city centre commuter car parking. The report also addressed the purpose and status of the City Centre Commuter Car Parking Policy (CCCCP Policy) and how this had been applied as a material consideration in the assessment of each of the applications.

Members had regard to the CCCCPC policy which set out the basis for granting consent to applications for a maximum of 3,200 temporary commuter car parking spaces within the city centre core and fringe car parking areas for a period of 5 years. The submitted applications totalled 4568 spaces. Members were therefore aware of the assessment criteria and the competing nature of the 16 applications before them

The Head of Planning Services outlined the procedure to be adopted for this Panel meeting and stated that of the 4568 spaces proposed in the applications, 3391 were currently in use. The applications had been assessed on their merits in line with the Policy. It was noted that the cap of 3200 spaces had been reached taking the comments of the Highways Authority regarding highways safety and the capacity of the strategic highway network into account.

The Legal Adviser reminded Members that a comparative assessment of each of the applications was required and therefore it was essential that all Members remained in the meeting throughout in order to have any part in the necessary voting

The Area Planning Manager, Central Area Team, set out the relevant policies within the Unitary Development Plan and presented the background to the introduction of the CCCCPC strategy. Executive Board had agreed the CCCCPC Policy and the criteria by which to assess any applications as stated in Appendix 1. A team including officers from the Highways Authority and Leeds City Council (landscaping, highways and planning) had carried out a comparative assessment of each application and had ranked them in order of those that best met the preference criteria as shown in Appendix 3. This showed that the 11 highest scoring applications were recommended for approval, the remaining 5 lowest scoring applications were recommended for refusal. It was noted that the total recommended for approval would still exceed the cap – but by a marginal number (18 spaces)

Members paused at this point to consider the policy framework for the decision making and discussed the following:

- Any one of the 16 applications would be considered acceptable providing they were within the cap of 3200 as the Highways Authority did not consider any proposal to have an adverse impact on the strategic highway network.
- The difference between the strategic highways network (Highways Agency) and the input of the local highways authority (LCC) regarding local highway network issues.
- The assessment criteria and the weighting given to some criteria. Some Members commented that public safety (in terms of lighting/CCTV/natural surveillance) and biodiversity were of equal importance to the highways assessment
- Noted that Executive Board could not have predicted that all applications received would relate to city centre sites when setting the criteria which afforded city centre sites a maximum score of 10.
- The Area Planning Manager stated that due to the unusual comparative assessment procedure, it had not been appropriate to negotiate

improvements to the submissions in this instance (as Panel would normally expect officers to do). Applicants had been encouraged to present the best application they could in the context of the criteria agreed by Executive Board. If negotiations had followed, the LPA would have lost the ability to differentiate between the applications for the purposes of the comparative assessment process

- Generally, any applications approved today would be expected to be implemented within 3 months

The Panel then moved on to deal with each application in turn and received a presentation on each from the relevant planning officer. Site plans, photographs and architects impressions where appropriate were displayed for each of the applications and it should be noted that the Panel had conducted a site visit to all sites prior to the meeting:

11/02640/FU Wellington Place (North) (recommendation to approve) – an amendment to paragraph 6.0 was required to correct the date the site notice was posted to 27 July 2011. No comments had been received, however as the site boundary had expanded, this was now regarded as a “major” application and the recommendation for approval required amendment to “defer and delegate final approval subject to the expiry of the advertisement period”. Additionally, as this was a retrospective application, officers requested amendments to the following conditions:

Condition 6 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 7 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Condition 8 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority”. No comments were made.

10/04358/FU Wellington Place (South) (recommendation to approve) – As the site boundary had expanded, this was now regarded as a “major” application and the recommendation for approval required amendment to “defer and delegate final approval subject to the expiry of the advertisement period”. Additionally, as this was a retrospective application, officers requested amendments to the following conditions:

Condition 6 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 7 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Condition 8 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority”. No comments made

11/05031/FU Former Carlsberg/Tetley, Hunslet Lane (recommendation to approve) – noted that grant of permission would be dependant on completion of Section 106 agreement with regard to the 10 year lease; and to control the timing and delivery of the art hub, including a schedule of the necessary fitting out works. Officers also stated that a further condition would be added to give a 10 year consent for the proposed art hub in order to provide greater assurance for the operator. Members commented on the landscaping

scheme, the location of the short stay car parking, the management of the art hub, the treatment of the revealed eastern elevation and suggested that pedestrian access should provide connectivity along Hunslet Road to the City Centre after the car park is closed

11/05281/FU City One', Sweet Street/Meadow Road (recommendation to approve) – site currently in operation, landscape scheme, public art and marketing materials were proposed. Amendments were required to the following conditions:

Condition 3(d) and 3(h) relating to landscaping works – deletion of reference to public art and advertisements respectively

Condition 5 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission.

Condition 6 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority”.

Also an additional condition was proposed to control the details of the proposed public art. Members commented on the public art.

10/04375/FU Whitehall Riverside (recommendation to approve) - officers requested amendments to the following conditions;

Condition 6 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 7 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Condition 8 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority”. No comments were made.

11/05310/FU Skinner Lane (recommendation to approve) - officers requested amendments to Condition 3 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission.

Members commented on the site layout once parking spaces had been properly marked out and the species of trees proposed within the landscaping scheme which could be dealt with in the detail of the scheme

11/05218/FU Globe Road (A); 11/05216/FU Globe Road (E) & 11/05215/FU Globe Road (C) (recommendation to approve) - officers requested amendments to the following conditions:

Condition 5 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 6 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Condition 7 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority.

Members commented that (C) was not currently operating and expressed concern that permission could be granted for a scheme that would not later be implemented. Officers advised that sites (A) and (B) currently attracted commuter car parking, so it was likely that the applicant would operate (C) as proposed in the application.

One Member reiterated earlier discussions on the weighting given to the biodiversity and safety of car park users.

11/04259/FU Midland Mills, Water Lane (recommendation to approve) - officers requested amendments to the following conditions:

Condition 5 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 6 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Condition 7 relating to oil and petrol interceptor to include “unless otherwise agreed in writing by the local Planning Authority

Officers reported that the treatment to the palisade fencing would be dealt with through detailed discussions. No comments were made.

11/05238/FU Ingram Street (recommendation to approve) and 11/05239/FU Ingram Row (recommendation to refuse) – a drawing of the fencing and landscaping scheme proposed to the site boundaries was displayed. Officers requested amendments to the following conditions:

Condition 3 scheme of surface water drainage works – details of the scheme to be required within 3 months of the grant of permission

Condition 4 details of the Flood Risk Management Plan – details of the Plan to be required within 3 months of the grant of permission

Members noted that both schemes had scored the same against the criteria, with Ingram Street taking the total number of car parking spaces slightly over the 3200 space limit and Ingram Row falling just within the 3200 space limit but that it was recommended to approve Ingram Street and that Ingram Row was proposed to be refused. Members also noted a shelter in situ on the Ingram Street site and discussed whether this was a bus or smoking shelter. It was reported that this site was contracted for use by Asda staff and that the provision of the shelter may be related to this use but it did not form part of the planning proposals for the site.

11/05225/FU Former Doncaster Monkbridge, Whitehall Road (recommendation to refuse) – Officers commented that this application missed an opportunity to address landscaping and pedestrian access. The contents of a letter received on 14 March 2012 from Indigo Planning on behalf of the applicant disagreeing with the assessment of the scheme were read out at the meeting. No comments were made.

11/05214/FU Globe Road (Car Park B) (recommendation to refuse) – Officers highlighted the isolated nature of the site, the lack of lighting, CCTV and significant planting. No comments were made.

11/05220/FU Globe Road (D) (recommendation to refuse) – officers highlighted the security issues related to the continued use of the former warehouse building as a car park. No comments were made.

10/01420/FU Globe Rd/Whitehall Road (recommendation to refuse) – officers highlighted the conflict between the access point to this site and the access to

the Latitude development across the road; Also insufficient detail had been submitted to properly assess the arrangements. No comments were made.

Having noted the contents of the officer presentations, Members considered the representations from the following speakers:

11/05031/FU Former Carlsberg/Tetley, Hunslet Lane

Dr A Beaumont addressed the Panel on concerns relating to the level of consultation undertaken with existing and adjacent site owners/users, land ownership and access rights, safety, security and traffic flow along Hunslet Road. He was also concerned over the impact on the Grade II listed Salem Chapel adjacent to the proposed park area in terms of potential damage from ball games.

Mr Bickers, on behalf of the applicant, then advised on the consultation and media campaign undertaken, the land ownership claim and he suggested that the overall proposals for the Art Hub/Car Park would reduce the amount of traffic past Salem Chapel compared with when the Brewery was in use. Members discussed issues of security, land ownership and the proposed public route along Hunslet Road. The Panel commented that this route should be open longer than the car park as it would be used to access the city centre at all hours. Mr Bickers confirmed that it was proposed to be open 06:00 to 00:00.

11/05239/FU Ingram Row

Mr J Brunt, applicants' representative, made submissions in respect of the applicants' continued commitment to develop both the Ingram Row and Ingram Street sites. He confirmed that the Ingram Street site was let exclusively to Asda. He suggested that refusal of Ingram Row would prevent improvements being made to safety and pedestrian access and would lead to additional cars travelling further into the city to park. He also generally argued against the principal of restricting car parking spaces as this encouraged unregulated "pop-up" car parks.

11/05225/FU Former Doncaster Monkbridge site

Mr Crolla, the applicants' representative, addressed the Panel on his concern that the weighting of the policy preference criteria had not been subject to detailed consultation with third parties and had not been agreed by Members. He urged the Panel to consider each application on its own merits and not have regard to the 3200 cap; and highlighted the public art, public space and car sharing benefits of this scheme.

11/05220/FU Globe Road (D)

Mr Irving addressed the security concerns previously raised and outlined the use of a key fob to operate the security gates. He requested the matter be deferred to allow Members time to undertake a site visit where security measures could be viewed

10/01420/FU Globe Rd/Whitehall Road

The applicants, Ms Khan and Ms Aka, addressed the Panel on the planning history of the site and the steps they had previously taken to ensure the site

could operate as a car park. Members heard that Planning Services had confirmed in an email in 2008 that the site could operate as a car park and the applicants had therefore signed a lease which would expire in 2013. Since then, enforcement action had been commenced and a previous planning application for car park use had been refused. Officers had discussed the position with the applicants so that they were clear of their position in planning law.

Members discussed the information as presented. Ms Aka read the contents of the email from Planning Services dated 19 November 2008 as requested by Panel.

The Panel expressed concern over this particular aspect of the proceedings and requested that the public be excluded in order that the legal implications of this matter be discussed

RESOLVED – To exclude the public

69 Closed Session (10.4 (5))

RESOLVED –

- a) To note the legal advice provided and subsequent discussions and
- b) To re-open the meeting to the general public and consider the applications in public

70 Applications for long stay commuter car parks

The Panel reconvened the meeting in public. Members confirmed that the applications would be determined as submitted, having regard to the Policy and the 3200 cap as set by Executive Board.

Members considered first whether they agreed with the assessment of those applications recommended for refusal. There was general support for the assessment of the Ingram Row site to be re-considered at this point in the proceedings. Members were aware that by permitting this application in addition to the others recommended for approval the cap of 3200 would be exceeded by 243 car parking spaces; and therefore one scheme mooted for approval may need to be reconsidered.

The Panel received legal advice on the assessment process undertaken by officers for each application and the need for Members to make a final decision on the comparative merits of each of the 16 applications taking into account the officer assessments and all material considerations.

Members noted the support for the reconsideration of the Ingram Row application and considered the fairest approach would be to take a view of the assessments of those applications which had scored slightly higher. Members supported the assessments of Ingram Street and Midland Mills but noted the comments made regarding Globe Road (C) which had a low score against the “safety” criteria. The Panel discussed the merits of this scheme in detail, after which general support remained for this application

For clarity the Head of Planning Services suggested that the number of spaces per site should be included within the conditions for each permission granted to prevent block parking and over use of the site

The Panel then moved to consider the recommendations for each application in turn and

RESOLVED – That the contents of the report and its appendices be noted and be taken into account during consideration of the individual applications and

a) That the following applications be determined as follows:

- i. 11/02640/FU Wellington Place (North) – deferred and delegated to the Chief Planning Officer for final approval subject to the expiry of the advertisement period
- ii. 10/04358/FU Wellington Place (South) - deferred and delegated to the Chief Planning Officer for final approval subject to the expiry of the advertisement period
- iii. 11/05031/FU Former Carlsberg Tetley, Hunslet Lane – approved subject to the completion of a section 106 agreement and the conditions set out in the submitted report and as updated at Panel

b) That the following applications be approved as per the recommendations and conditions set out in the submitted reports and subject to any necessary amendments to conditions identified by officers at the Panel meeting:

- i. 11/05281/FU City One', Sweet Street/Meadow Road
- ii. 10/04375/FU Whitehall Riverside
- iii. 11/05310/FU Skinner Lane
- iv. 11/05218/FU Globe Road (A)
- v. 11/05216/FU Globe Road (E)
- vi. 11/05215/FU Globe Road (C)
- vii. 11/04259/FU Midland Mills, Water Lane
- viii. 11/05238/FU Ingram Street

c) 11/05239/FU Ingram Row – that the officer recommendation to refuse the application be not agreed. Members noted the officer recommendation had been made having regard to the policy and cap on spaces however felt that the proposals for this car park had merit, but would provide 225 spaces above the cap. Members therefore agreed with the suggestion to defer determination of this application in order to allow time to seek the comments of the Highways Agency and the Council's transport policy section on the impact of exceeding the cap and the implications for the assessment process and request a further report on this application be presented to the April or May Panel meeting

d) That the following applications be refused for the reasons set out in the submitted reports:

- i. 11/05225/FU Former Doncaster Monkbridge, Whitehall Road
- ii. 11/05214/FU Globe Road (Car Park B)
- iii. 11/05220/FU Globe Road (D)
- iv. 10/01420/FU Globe Rd/Whitehall Road

e) That one additional condition to limit the number of car parking spaces on site (in the interests of highways safety and to prevent block parking) be included on those applications granted permission in a) and b) above

71 Date and time of next meeting

RESOLVED – To note the date and time of the next meeting as Thursday 12th April 2012 at 1.30 pm

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Plans Panel (City Centre)

Thursday, 12th April, 2012

PRESENT: Councillor B Selby in the Chair

Councillors G Driver, S Hamilton, J Jarosz,
J McKenna, E Nash, M Hamilton,
C Campbell, A Castle, A Blackburn and
C Fox

72 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Agenda Item 8 – Pre-application Presentation – Trinity Scheme – presentation regarding proposals for public art under the terms of Access to Information Procedure Rule 10.4(3).

73 Declarations of Interest

There were no declarations of interest.

74 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Latty. Councillor C Fox was present as substitute.

75 Minutes

RESOLVED – That the minutes of the meetings held on 8 and 15 March 2012 be confirmed as correct records.

76 Opening Remarks

With respect to Application 10/01420/FU Globe Road/Whitehall Road it was reported that officers had met with the applicants to discuss the planning advice that had been given and the options available to them in respect of the refusal of their application on 15th March 2012. With regard to the deferral of Application 11/05239/FU Ingram Row on 15th March 2012 it was reported that officers have had further discussions with the Highways Agency and transport policy colleagues and a report would be brought back to the May meeting.

Members were informed of the publication of the National Planning Policy Framework at the end of March 2012 and which is now a material consideration in the consideration of planning applications. This had replaced previous Planning Policy Guidance notes and Statements. A report setting out the main features of the NPPF would be submitted to Joint Plans Panel in June.

77 Application 12/00152/FU - Proposed 21 Storey Block of Student Flats, Calverley Street and Woodhouse Lane, Leeds

The report of the Chief Planning Officer presented an application for a proposed 21 storey block of student flats at Calverley Street and Woodhouse Lane, Leeds.

Members had visited the site prior to the meeting and photographs, detailed plans and a model of the site were displayed.

Members were reminded of the pre-application presentation that was brought to Panel in August 2011 and a summary of comments was included in the report. Members had supported the principle of the scheme and had requested additional noise protection, landscaping and compensatory planting.

Further issues highlighted in respect of the application included the following:

- There would be an open public square between the proposed building and existing buildings.
- Policy on tall buildings – the development fell within an identified zone for tall buildings in the Tall Buildings Strategy and there were already tall buildings in the vicinity. Members were shown images of projected views should the development go ahead.
- Wind study update – it was concluded that the potential wind impact would be acceptable, with the proposed building providing a degree of shelter to existing areas to the north east and the proposed mitigation measures having a beneficial impact for the proposed public open space. A further condition was recommended to control the full details and delivery of the proposed mitigation measures.
- It was felt there would be minimal adverse impact on the local traffic network.
- Trees – It was highlighted where trees would have to be removed and where new tree planting was proposed.
- The S106 would safeguard an area for a potential bridge to be built over the ring road to the rear of the site.
- The arrangements for refuse servicing, car parking and bicycle storage areas.

In response to Member comments and questions, the following issues were discussed:

- Bicycle spaces and disabled parking – the travel plan had been based on the likely travel requirements of university students. Officers would discuss the possibility of increasing disabled parking provision within the existing parking area.
- Roof treatments for the side blocks – this would be a grey polymeric membrane. There would also be fixing points for cleaning cradles.
- A suggestion for more tree planting along the edge of the site by the inner ring road to mitigate noise.
- Layout and size of flats within the development. It was reported that there would be a number of flats that would meet DDA requirements. Also the

general size of flats would be compared with other recent developments to ensure provision of adequate internal amenity.

- Conditions to the application – the management of the open space and the provision of the walkway to Portland Way would be controlled by condition.
- The details of the external cladding materials and the tree species would be controlled by condition and brought to Members prior to their approval.

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer subject to the specified conditions (and any others which he might consider appropriate) and the completion of a Section 106 agreement to include the following obligations; public transport contribution (£21,182); travel plan and monitoring fee (£670); compensation for loss of parking space on Willow Terrace Road (£13,000); accessibility to public areas; protection for a landing point for an Inner Ring Road bridge; occupation of accommodation by full time students only; employment and training initiatives; Section 106 management fee (£1500). In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer.

78 Pre-Application Presentation - Pre App 11/00711 - Residential Development up to 15 Storeys High for 625 Apartments and Ancillary Ground Floor 'Activity' Uses

The report of the Chief Planning Officer informed Members of a new major residential scheme proposed on land either side of Globe Road adjacent to the canal and Whitehall Road. The site benefited from extant permissions for a predominantly residential development of up to 33 storeys high for a total of 887 flats. Members were asked to comment on the emerging scheme.

Members were reminded of the car park application that had recently been refused at the site and the previously approved scheme.

The applicant's representative addressed the meeting. It was reported that the new proposals presented a more commercially viable scheme and would be a major residential component of a regeneration area. The main frontage of the scheme would face Whitehall Road and Globe Road and Members were shown photographs of the area, drawings of the proposed scheme and a 'fly through' video of what the scheme would look like.

In response to Members comments and questions, the following issues were discussed:

- The development would include 1, 2 and 3 bedroom apartments and duplex apartments. Members expressed concern that there were already a number of vacant flats and apartments in the City Centre.
- Members expressed concern regarding the design of the blocks of buildings, that they appeared "blocky" and very similar and that the taller building lacked elegance. Members stressed this was a prominent site for people arriving in the city and should therefore be built to a high quality. It was reported that the images shown were still at an early stage of design.

- The boundary to the railway viaduct should not become a graffiti wall. It needs to provide visual interest from the railway line.
- Concern regarding the lack of school spaces in the area.
- Car parking – concern regarding the number of spaces provided.
- Members were asked to consider specific matters outlined in the report and gave the following response:
 - With reference to the layout, scale and massing of the buildings, this was felt generally to be acceptable but concern reiterated regarding the quality of the design at this stage.
 - Members felt the mix of properties proposed in the development to be fine.
 - Members supported the possibility of there being less than 20% open space in return for delivering the footbridge over the canal but would like to see further discussion on this.

RESOLVED – That the report and pre-application presentation be noted.

79 Pre-Application Presentation - Current Position of the Trinity Scheme and Update in Respect of Public Art, The Use of Digital Media and New Retail/Catering Offer

The report of the Chief Planning Officer introduced a pre-application presentation to give Members an update on the current position of the Trinity Scheme and an update in respect of public art, the use of digital media and new retail/catering offer.

Members attended a site visit prior to the meeting.

The applicant's representatives addressed the meeting. Members were shown detailed plans and photographs of the site. The following issues were highlighted:

- The need to adapt towns and city centres to counter the growth of internet shopping.
- The introduction of artwork to face City Square.
- The installation of a digital media screen integrated as part of the elevation. The final design may be for a larger screen than shown.
- Artwork in and around the development.
- Seating.

In response to Members comments and questions, the following issues were discussed:

- The digital media screen would primarily be used for advertising. It could also be used for public announcements and information and any revenue received from advertising would be re-invested in the Trinity Scheme.
- Members were asked to consider specific matters outlined in the report and gave the following responses:
 - Members felt the reconfigured Albion Street/Bond Street entrance area to be acceptable and an improvement and this does not need to be brought back to Panel for determination.

- The introduction of a digital screen as discussed was felt to be acceptable in principle if integrated as part of the design . However Members wanted the final details of this to be brought to Panel for determination.

The meeting moved into private session to discuss the principle and proposed provision of public art on Briggate and within the development. Members were shown detailed drawings of proposed installations and asked to comment. It was felt that the principle was acceptable and the chosen works do not need to be brought to Panel for determination.

RESOLVED – That the report and pre-application presentation be noted.

80 Date and time of next meetings

Thursday, 10 May 2012 at 1.30 p.m.

Thursday, 21 June 2012 at 1.30 p.m.

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Plans Panel (City Centre)

Thursday, 10th May, 2012

PRESENT: Councillor B Selby in the Chair

Councillors S Hamilton, J Jarosz,
J McKenna, E Nash, M Hamilton,
C Campbell, G Latty, A Castle, A Blackburn
and J Akhtar

81 Chair's Opening Remarks

The Chair welcomed Councillor J Akhtar to the meeting.

82 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Minutes of the Previous Meeting – 12th April 2012 (Agenda Item 6)
(Minute 85 refers)

The document was not available at the time of the agenda despatch, but made available on the Council's website following the meeting.

In concluding, the Chair also referred to the receipt of a letter received from Dandara Ltd which had been circulated by the company to Members for their attention and consideration (Agenda Item 8) (Minute 87 refers).

83 Declarations of Interest

The following personal declaration of interest was made at the meeting:-

- Councillor A Castle in her capacity as a Member of Leeds Civic Trust
(Agenda Item 7 and 9) (Minutes 86 and 88 refer)

84 Apologies for Absence

There were no apologies reported.

85 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 12th April 2012 be confirmed as a correct record.

86 Application 11/04582/FU - 178 Bed Hotel with Integral A3 Restaurant, Junction of Portland Way and Calverley Street, Leeds 1

The report of the Chief Planning Officer presented an application for a proposed hotel and restaurant at the junction of Portland Way and Calverley Street, Leeds.

Members had visited the site prior to the meeting and photographs, detailed plans and computer generated images of the proposals were displayed.

Minutes approved as a correct record at the meeting
held on Thursday, 21st June, 2012

Officers briefly outlined the proposals as contained in the submitted report.

The Chair invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues and officers duly responded:-

- Clarification of proposals relating to No entry signs
- Concern of overshadowing to buildings to the rear resulting from the proposed height of the building
- The need to address the possible relocation of the plant on top of the building
- Clarification of whether the restaurant would be open to the general public and possible disturbance within the vicinity from patrons using the bar facilities
- Concerns around the use of reconstituted stone cladding and the need to impose a condition for the use of Portland Stone
- Concerns over the loss of established mature trees arising from the development
- Clarification of the architects proposals in relation to the North East (End) elevation; concerns relating to potential security of the access route to the universities and lack of walkway space between the two buildings
- The need to have a bicycle ramp to the steps to the north-east of the site to encourage bicycle use
- The need for the developer to pursue a positive training programme for jobs for local people and to impose control measures over noise and congestion
- The need for Condition 21 to be revised to include the provision of a litter bin
- Clarification of Section 106 monies assigned to this application

RESOLVED –

a) That the application be deferred and delegated to the Chief Planning Officer for approval subject to:

- specified conditions, including a requirement to use Portland Stone and to provide a litter bin (Condition 21 refers) (and any others which he might consider appropriate) and the completion of a Section 106 agreement to include the following obligations:- public transport contribution (£43,939); travel plan and monitoring fee (£2,500); employment and training initiatives; Section 106 management fee (£750).

b) That in the circumstances where the Section 106 had not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer.

c) That in relation imposing a general condition for emptying and maintaining litter bins, the policy implications be addressed at a future meeting of the Joint Plans Panel.

87 Application 11/05239/FU - Use of Site for Car Park (225 Spaces), Ingram Row, Holbeck, Leeds

Referring to Minute 70 of the meeting held on 15th March 2012, the report of the Chief Planning Officer presented an application for a proposed use of site as car park (225 spaces) at Ingram Row, Holbeck, Leeds.

Appended to the report was a copy of the previous report submitted to the Plans Panel (City Centre) meeting held on 15th March 2012 for the information/comment of the meeting.

The Head of Planning Services also summarised the contents of a letter received from Dandara Ltd dated 3rd May 2012 which had been circulated to Members prior to the meeting.

Officers briefly outlined the proposals as contained in the submitted report.

Following the above introduction, the Chair invited the Chief Legal Officer to outline the legal implications of exceeding the cap (paragraph 4.4 refers) for the information/comment of the meeting.

The Chair then invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues and officers duly responded:-

- The flexibility given in the National Planning Policy Framework for matters to be decided locally regarding the provision of car parks but the need to consider sustainable transport and improve the quality of car parks
- Clarification of whether or not Members were being asked to overturn the policy should the Panel be minded to approve this application
- Clarification of the highway agency implications should the Panel be minded to approve this application

A full debate ensued and a number of Members expressed a view that the application should have been approved on 15th March 2012 in view of the special circumstances: the temporary arrangements of this car park (i.e. 5 years); attractive car parking rates; creation of a safer environment and the benefits of physical improvements adjacent to flats and offices in a busy city centre location; and that the extra spaces were not a significant increase above the 3200 space policy cap.

Other Members expressed their concerns about voting against Council's planning policy in this regard and were of the opinion that there were no special grounds in accepting this application on the new evidence presented at today's meeting.

Members voted to not accept the officer recommendation to refuse the application and then voted again to approve the application subject to conditions.

RESOLVED – That the application be approved and brought back to the next Panel setting out proposed conditions to approve the application and the reasons for granting permission.

(Councillor A Blackburn left the meeting at 3.40pm at the conclusion of this item)

88 Application 11/05399/FU Six Storey and Four Storey Building Comprising 28 flats with undercroft car parking and Application 11/05448/CA Conservation Area Application to demolish vacant College Building at Leeds College of Technology, East Street, Leeds 9

The report of the Chief Planning Officer presented an application for a proposed six storey and four storey building comprising 28 flats with undercroft car parking and Conservation area application to demolish vacant college building at Leeds College of Technology, East Street, Leeds.

Members had visited the site prior to the meeting and photographs, detailed plans and computer generated images of the proposals were displayed.

Officers briefly outlined the proposals as contained in the submitted report.

The Chair invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues and officers duly responded:-

- The need for wheelie bins to be kept in a safe and permanent place and to be included as part of Condition 9
- Clarification of the flood prevention measures in place
- Concerns regarding the use of obscure glazed windows and the alternatives in place and the need for letter boxes to be more accessible in all developments of this nature
- Concerns expressed that the quality of the design was not high, that the proposed building looked unattractive and bland with the proposed roof treatment a particular problem
- Concerns expressed that there was no commitment to specific sustainability design measures. It was requested that solar panels or other energy conservation measures were considered
- Concerns expressed that the scale of the proposed building would dominate the adjacent listed building
- Concerns expressed that the car parking was inadequate for three bedroom flats
- Concerns expressed that the building was too large in scale and that a re-drafting of the design was required. However this should not be at the expense of the proposed courtyard area
- The need for the developer to provide a workshop for Members around scale/quality of design issues

RESOLVED – That consideration of this item be deferred to a future meeting to enable the Chief Planning Officer to have further discussions with the applicants on the issues raised above.

(Councillor A Blackburn re-joined the meeting at 4.05pm during discussion of this item)

89 Chair's Closing Remarks

As this was the last meeting within the current Municipal Year, the Chair thanked Members and officers for their contributions during the past year.

He also wished Councillor Castle well as Lord Mayor elect.

90 Date and time of next meeting

Thursday 21st June 2012 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 4.25pm)

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Plans Panel (City Centre)

Thursday, 21st June, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors J McKenna, M Hamilton,
G Latty, P Gruen, M Ingham, N Walshaw,
D Blackburn, R Procter, M Coulson and
A McKenna

1 Chair's Opening Remarks

The Chair welcomed those in attendance to the June meeting of Plans Panel (City Centre).

He also welcomed those new Members on the Panel, together with Councillors A McKenna and M Coulson who were attending as substitutes.

2 Declarations of Interest

There were no declarations of interest made at the meeting.

3 Apologies for Absence

Apologies for absence were received on behalf of Councillors S Hamilton and E Nash.

Notification had been received for Councillor A McKenna to substitute for Councillor S Hamilton and for Councillor M Coulson to substitute for Councillor E Nash.

4 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 10th May 2012 be confirmed as a correct record.

5 Application 11/05239/FU - Use of Site as Car Park (225 Spaces) at Ingram Row, Holbeck, Leeds 11

Referring to Minute 87 of the meeting held on 10th May 2012, the report of the Chief Planning Officer presented an application for use of site as car park (225 spaces) at Ingram Row, Holbeck, Leeds 11.

The Area Planning Manager, Planning Services briefly outlined the background details and proposals contained in the submitted report.

In summary, specific reference was made to the following issues and officers duly responded:-

- The concerns expressed that if Ingram Row was not to be approved, this would leave it as the only site without both a use and the associated environmental improvements

- The concerns expressed again that the Panel should not breach Council policy by approving this application. Officers responded that as part of the comparative assessment of all the commuter car park applications received before 19th December 2011 pursuant to the City Centre Commuter Car Parking Policy (CCCCP), this proposal could not be separated from the proposal for the next best placed site which complied with the CCCCCP cap of 3200 parking spaces. This fact combined with the environmental and safety benefits represented by the proposals for the local area was considered to constitute special reasons for exceeding the policy cap in this case
- Clarification if the conditions were suitable. Officers responded that they reflected the conditions imposed on the other recent commuter car park approvals
- Clarification if whether or not the temporary five year planning consent could be removed or revised in view of the aspirations for regeneration of the Holbeck area. Officers responded that the length of consent reflected the CCCCCP position. However it was considered that the temporary nature of the consent would help to ensure that permanent redevelopment of the site would not be prevented in more favourable economic conditions
- The need to re-examine the general issue of safety and security of car parks at a future date
- To consider incorporating the landscape proposals on this site as part of a future permanent redevelopment of the site
- Clarification of what approach the planning department would take in respect of other car park applications. Officers responded that these would be assessed against the Council's adopted policies and guidance. In view of the fact that the comparative assessment process detailed in the CCCCCP had now been concluded and the 3200 space policy limit had been reached, it was likely that future applications for commuter car parks will be resisted
- The need to maintain the option of low cost parking in the Holbeck area

RESOLVED- That the Panel notes and approves the suggested conditions and the reasons for approval of this application.

6 Application 12/01191/FU -Variation of Condition 34 of Planning Permission 11/01979/EXT (Proposing Design Changes including provision of a roof top bar, a feature glass lift, an increase in height of the building, an increase in basement floor space and a reduction in the number of hotel bedrooms) at car park 'D', Portland Crescent and Cookridge Street, Leeds LS2 3AW

The report of the Chief Planning Officer presented an application on a variation of Condition 34 of Planning Permission 11/01979/EXT (Proposing Design Changes including provision of a roof top bar, a feature glass lift, an increase in height of the building, an increase in basement floor space and a reduction in the number of hotel bedrooms) at car park 'D', Portland Crescent and Cookridge Street, Leeds LS2 3AW.

Officers briefly outlined the proposals contained in the submitted report.

Members were shown detailed plans and photographs of the site.

The Chair then invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues:-

- Clarification of the roof line proposals
- Clarification of the external materials to be used
- The need for the Panel to be given reassurances that there would not be a future wind problem at the site and that the wind study had been undertaken properly bearing in mind the potential loss of life and the recent Bridgewater case
- The need for the Panel to be provided with more up to date details in relation to the Employment and Training Section 106 clause
- The need for the Panel to be provided with more detail in relation to the car parking arrangements and numbers
- The need for more detailed consideration to be given to the landscaping conditions/proposals in view of the prime location of the site to include specific tree planting i.e. pleached trees and appropriate sculptures and water features/fountains to compliment the building and area
- Clarification of the external lighting of the building with specific reference to the visual lift proposals
- Clarification of proposals relating to the roof top bar area and whether the top floor should be fully glazed
- Clarification of the current conditions attached to car parking permission at the Rose Bowl

At the request of the Chair, the Area Planning Manager, Planning Services responded individually to the above issues.

He informed the meeting that with regards to the wind survey, officers were unable to give guarantees that there would be no incident arising from future freak weather conditions. However the applicant's wind study had been carried out appropriately and had been verified by the Council's independent wind consultant. It was considered that the wind conditions likely to be generated around the development would be acceptable for the proposed use of the area.

In relation to the training and employment Section 106 clause, it would not be acceptable to go beyond the use of "reasonable endeavours" to secure local employment and training opportunities arising from the development but he stated that the Chief Officer, Employment and Skills, Environment and Neighbourhoods was very active in this area and worked closely with the Chief Planning Officer to secure local employment and training benefits.

In relation to the proposed landscaping details it was suggested that these were brought back to Panel prior to discharging the landscaping condition.

The rooftop design had been carefully considered by the design officer and it was considered a wholly glazed top floor would not provide the best appearance and junction with the floors below. The framing to the top floor better tied the finish to the

rest of the building design. The external finishing material would be a predominantly natural limestone cladding.

In conclusion, he informed the meeting that there was no car parking for this site as alternative car parking was available within close proximity of the building i.e. Rose Bowl, Woodhouse Lane Multi-storey and because it was considered that with the existing on-street parking controls there would not be an adverse impact on the highway. Also the Rose Bowl was controlled as a short stay car park.

RESOLVED-

- a) That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the specified conditions (and any others which he might consider appropriate) and the completion of a Section 106 agreement to include the following:-
 - obligations; public transport contribution (£123,760); travel plan and monitoring fee (£2,500);
 - compensation for loss of five on-street parking bays (£37,240);
 - tree contribution due to the removal of trees at the site (£40,000);
 - employment and training initiatives; Section 106 management fee (£2,250).
- b) That in the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer.
- c) That prior to the Chief Planning Officer discharging the landscaping conditions on this application, this issue be brought back to the Plans Panel meeting for consideration.

7 PREAPP/10/00302 and PREAPP/10/00303 - Leeds (River Aire) Flood Alleviation Scheme (FAS), Leeds Station to Knostrop Weir

The report of the Chief Planning Officer introduced a pre-application presentation in relation to Leeds (River Aire) Flood Alleviation Scheme (FAS), Leeds Station to Knostrop Weir.

The following representatives attended and addressed the meeting:-

- Andrew Wheeler, Highways and Transportation (Applicant)
- Michael Nichols, Arup
- Nigel Foster, Arup

Members were shown detailed plans and photographs of the scheme.

The presentation highlighted the following key areas:-

- History of flooding in Leeds with specific reference to the Crown Point area
- History of the scheme
- Details of the proposed scheme including:-
 - Project Definition
 - Project Description
 - Scheme Delivery
 - Key Constraints and drivers

- Key benefits
- The funding streams
- Based on the Council's Design Vision and Guide
- Walls (Linear Defences), Weirs
- Knostrop Cut proposals
- Proposed Consultation and timescales

The Chair then invited questions and comments from Members on the specific proposals of the pre-application.

In summary, specific reference was made to the following issues and the applicant team duly responded:-

- Clarification of the current proposals around upper Kirkstall, Wellington Bridge and the reasons for the removal of Knostrop Cut
- To welcome the report on flooding, but to convey concerns that the authority continued to give planning permission to areas which were prone to flooding
- Clarification of the improvements at Knostrop Cut in relation to walking and cycling
- Clarification if there would be any significant downstream effects in other areas arising from the proposals and the need for officers to liaise with Wakefield Council in this regard

RESOLVED –

- a) That the report and pre-application presentation be noted.
- b) That this meeting notes that Plans Panel (East) would be consulted on the scheme and that the final proposals would be brought back to Plans Panel (City Centre) for approval.

8 Date and time of next meeting

Thursday 5th July 2012 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 3.20pm)

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Licensing Committee

Tuesday, 13th March, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors J Dunn, R D Feldman,
B Gettings, T Hanley, G Hussain, G Hyde,
A Khan, P Latty, B Selby, C Townsley,
D Wilson and G Wilkinson

74 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 of the report referred to in minute 80 in terms of Access to Information Procedure Rule 10.4 (5) on the grounds that disclosure of the information contained within the appendix could undermine current and/or proposed legal proceedings

75 Declarations of Interest

There were no declarations of interest

76 Apologies for Absence

Apologies for absence were received from Councillors Bruce and Downes

77 Minutes

RESOLVED – That the minutes of the meeting held 14th February 2012 be agreed as a correct record

78 Decision Making in Taxi & Private Hire Licensing

The Committee considered the joint report submitted by the City Solicitor and the Chief Officer, Democratic & Central Services; on the current decision making model in Leeds for the grant, refusal, suspension or revocation of the various licences issued by the Council as the taxi and private hire licensing authority. The report outlined the legal framework governing the decision making process and considered the implications of any proposal to change the current arrangements.

The Chair provided the background to the production of the report before Members. The Chief Officer, Democratic & Central Services reported that there had been a number of informal discussions recently where the decision making model used by Taxi and Private Hire Licensing had been queried. He confirmed that any decision relating to suspensions and revocations undertaken by officers were taken in line with Council Policy, agreed by Members, in the interests of public safety. However, it was appropriate for

Members to review the arrangements and the report provided information to facilitate that review.

Other matters were highlighted which included the fact that in some instances where there was an immediate public safety issue, such as illegally plying for hire, a suspension took immediate effect and remained in place until a subsequent appeal to the Magistrates Court was dealt with. It was acknowledged that this was an area of contention with the trade as the appeal process could be lengthy, depending on the individual case and fees could reach £700. It was noted that if an appeal was upheld, the appellant would recoup the fees, and some appellants on low wages were eligible to receive financial assistance

The Legal Adviser to the Committee provided further detail on the legislative framework and outlined the following issues for consideration:

- the decision making models employed in other authorities, the number of licences and appeals/suspensions/revocations within those authorities and the resource implications. The resources needed to support the model used in Birmingham - similar sized authority – were of particular note
- having regard to concerns expressed over decisions to suspend with immediate effect, it was noted that every Council had some delegation to officers to issue immediate suspensions. Importantly, when a suspension was made having regard to the safety of the travelling public, it was not possible to issue a suspension and then review that matter at a later date
- if Members chose to determine appeals, officers would not recommend decision making based purely on paper evidence. A Sub Committee model would allow Members to test and question the evidence submitted by appellants
- a Sub Committee would be empowered to deal with all relevant evidence and the relevant standard would be balance of probabilities rather than on “all reasonable doubt” as in a criminal case. Factors including whether there was the existence of a criminal conviction, whether an appellant was found not guilty or acquitted, personal circumstances, hearsay and the facts of a criminal case were all relevant matters which could be considered by Members to inform their view over whether the licence holder was “fit and proper”
- it was acknowledged that even if an additional right of appeal was written into the decision making process, an appellant retained the right of appeal to the Magistrates Court. As such, it was important to provide clarity to the decision making process and for Members to deal with appeals quickly, possibly within 20 days, in order for the appellant to receive their decision and to afford them time to lodge a further appeal to the Magistrates Court if they wished to, with all the relevant paperwork from the sub committee appeal
- The number of appeals lodged in Leeds and the likelihood that a Member decision may confirm an officer decision, having regard to the Policy and reviewing the same evidence,
- The additional training and resources required to support members decision making if Members chose to change the decision making model

The Committee firstly noted the background to the request for reconsideration of the model currently used by Leeds, and considered how many people would be affected by the change, what level of involvement Members may wish to have, whether the appeals figures indicated a need for change and the impact on Councillor commitments balanced against the impact on all licence holders through a fee increase to support the change

Members discussed the following:

- Practice elsewhere in West Yorkshire and that the current delegation scheme was set within the parameters of national Legislation
- That public safety was a paramount concern. Members highlighted the data showing the number of PH suspensions where drivers were found to be illegally plying for hire. Members sought clarity on the fact that in these instances neither the vehicle nor the driver was insured to carry passengers, thus creating the risk to public safety.
- Noted the concerns expressed to some Members by some sections of the PH and HC trades about the current decision making model
- Noted that suspension or revocation would still occur if a driver was found to be plying for hire or driving whilst disqualified as the Policy would still apply to any decision maker. Members reiterated that, drivers of any vehicle should be aware that driving whilst disqualified was illegal and plying for hire invalidated the vehicle's insurance - thus increasing the risk to public safety
- That the term "generally invalidate" in paragraph 3:1 referred to those rare vehicle insurance policies which were not invalidated if the vehicle was used for a purpose other than that stated on the insurance policy document
- Whether the evidence collated from other Authorities was written or verbal evidence. and noted the reply that verbal responses had been typed and sent back to the Authority for confirmation. This correspondence could be made available to Members on request
- One Member commented that he had not been aware that financial assistance was available to drivers on low incomes who lodged appeals
- One Member expressed the view that it was wrong for one officer to make a decision to suspend or revoke a licence with immediate effect and that the Committee should include co-opted members
- The detail of criminal cases and the impact of the outcome of criminal cases on an officer decision to suspend or revoke a licence. Officers responded that if a driver was cleared of an offence at Court, whether the decision to give back the licence was an officer decision or a Member decision, that decision would be based on Council Policy and could take into account all reasonable evidence. It was reported that there had been very few cases where, following a driver/operator being cleared of a criminal offence, a suspension/revocation had been upheld. The decision to give back a licence would be taken after investigation of the court proceedings and findings, which it was acknowledged could take some time as evidence would be required from external organisations. Officers noted the request for further information on such instances to be presented at a later date
- The level of Member involvement in the different models applied across West Yorkshire and the core cities, the resources required for each of those models and the level of additional training Members could require

- The requirement for Members to attend Court in any subsequent appeal proceedings
- The fact that the number of suspensions for plying hire (63 in 2010) was unlikely to change as the decision to suspend was based on Council Policy which was not in question
- The tight timescale of any appeals to a Sub Committee and the impact this would have on Councillors commitments and Members concern that an appellant could lose the opportunity to appeal to the Magistrates Court if an appeal was not dealt with swiftly by Members
- Noted the comments expressed by one Member that a number of drivers had been treated in an appalling fashion by officers. He was concerned that drivers, having been acquitted of an offence at a court hearing, were not automatically given their badge/licence back and that he could not support delegating that decision making process to officers. Officers responded that there had been only one such case in the previous 18 months. Officers acknowledged the length of time a driver could be suspended if a criminal case was proceeding, however the Court process was beyond LCC control
- The number of suspensions in 2010 (89) and 2011 (129), the number of refusals in 2010 (18) and 2011 (15) and revocations in 2010 (69) and 2011 (64). Officers confirmed that 44 appeals had been lodged during the 2010/11 period. Of the 7 cases where a Magistrates Court did not uphold an officers decision, all 7 badges/licences were given back to the driver/operator
- The legal and resource implications for Leeds if any other model was adopted
- The data provided on the actual number of appeals to the Magistrates against decisions taken by the Authority under the current policy and conditions, and the impact any change might have on these numbers
- The availability of the Council's corporate complaints procedure for drivers to pursue complaints
- The comments made in respect of driver permit appeals in which Members had found officers decisions to be objective and in line with Policy
- The cost implications of any changes – whether to the general public through the Council bearing the increased administration costs for an additional appeals system or on the trade through the fees levied on the trade

The Committee having discussed the matter at length, carefully considered a motion whether to support a change to the current decision making model; but this was not supported.

RESOLVED – To note the contents of the report and to support the continued use of the existing decision making model

79 Chairs Comment

Having noted the discussions on the perception of the decision making within sections of the PH and HC trades and the comments by some Members on individual cases; the Chair urged all Members and trade representatives who knew of a case which they felt required further investigation, to provide the details of the case in writing, to the appropriate officers so that a full investigation could be undertaken.

80 Appeals Under the Licensing Act 2003

The Committee considered the report submitted by the City Solicitor on appeals lodged against the decisions of the Licensing Sub Committees under the provisions of the Licensing Act 2003. Members discussed the contents of Appendix 1 to the report and issues relating to the Cumulative Impact Policies within the Authority's Statement of Licensing Policy

The Committee noted the comment that the forthcoming change in legislation could be having an impact on the number of appeals lodged recently.

RESOLVED – To note the contents of the report and the intention to present updates on the appeal outcomes at the appropriate time.

(Councillor A Khan left the meeting at this point)

81 Licensing Work Programme

RESOLVED – To note the contents of the Licensing Work Programme for the remainder of the Municipal Year

82 Date and Time of the Next Meeting

RESOLVED – To note the date and time of the next meeting as Tuesday 10th April 2012 at 10:00 am

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Licensing Committee

Tuesday, 10th April, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors J Dunn, T Hanley, G Hussain,
G Hyde, P Latty, B Selby, C Townsley,
D Wilson and G Wilkinson

83 Chairs Opening remarks

Councillor Armitage noted the contents of a Freedom of Information request from Alpha Private Hire & Hackney Carriage Welfare Society received by all Members of the Committee and reported that the Chief Officer, Democratic & Central Services would respond on behalf of the Committee.

Members discussed the issues raised relating to decision making. Members commented that matters were determined on the basis of the facts and information presented to the Committee and/or its' sub committees. Members reiterated that licensing decisions were not made on a party political basis and strongly felt that this fact should be highlighted in the response.

RESOLVED – To note the discussions and request that a copy of the response to the Alpha Private Hire & Hackney Carriage Welfare Society be provided to Members of the Committee in due course

84 Declarations of Interest

There were no declarations of interest

85 Apologies for Absence

Apologies for absence were received from Councillors Bruce, Downes, Gettings and Khan

86 Minutes

RESOLVED – That, subject to a correction to minute 78, bullet point 4 (Decision Making in Taxi & Private Hire Licensing) to delete the word "livelihood", the minutes of the meeting held 13th March 2012 be agreed as a correct record

87 Transport for the City Centre Night Time Economy

The Director of City Development submitted a report for information providing an overview of night time transport in the city. The report covered issues relating to public transport, public order management and street use and outlined proposals for future engagement with stakeholders.

The Committee discussed the following issues with the Acting Head of Transport Policy and the Principal Traffic Engineer:

- The limited availability of late night public transport
- Night time traffic regulations. It was reported that the Public Transport Box Regulations were relaxed between 22:00 to 05:00 hours to allow public use –

although it was felt that this was not widely known by the Private Hire (PH) trade

- Impact of local development on the night time economy and transport infrastructure. Members noted that the Leeds Arena and Trinity developments incorporated proposals for additional licensed premises and would bring increased numbers of visitors to the city. Members expressed views on the inability of the current transport network to deal with this and the increased likelihood of pedestrian/vehicle conflicts in hotspots areas of the city. Members heard that the Arena proposals included substantial pick-up/drop-off provision for patrons to Arena events and requested further information on the approved scheme
- The number of external agencies involved in the stakeholder meeting and the need to include other bodies such as the Chamber of Commerce, Private Hire and Hackney Carriage operators, Club operators and the Arena operator
- The comments that businesses could subsidise elements of late night transport proposals, noting the arrangements at Elland Road where a layover coach park was provided and whether a similar approach could be proposed in the city centre for the Arena/Clubs, subsidised by those businesses
- Discussed the suggestion that some dispensation could be considered for PH/HC vehicles working together to achieve safe transport of people out of the city, such as an allocated waiting area where PH vehicles could be issued with a "licence to stand"
- Commented on the outcome of the trial of the Transport Hub
- The ongoing request from HC trade to make use of bus lay-by's after the end of timetabled services, particularly in busy areas of city such as Albion Street where there is a high volume of pedestrians.

Members noted their role would be to participate in the workshop and provide comments with a view to a further report being presented to Committee early in the new Municipal Year

RESOLVED –

- a) To note the contents of the report and the comments made by the Committee
- b) That Committee endorse the proposals outlined in the report to review practice in other core cities; and to undertake a joint service site visit and stakeholder workshop to consider future strategy and actions for transport arrangements in relation to the city centre night-time economy

88 Quarterly Report on Enforcement Activity - Entertainment Licensing

The Head of Licensing and Registration submitted a report providing an overview of the activities undertaken by Entertainment Licensing Section Enforcement Team during the first quarter of 2012.

The report detailed formal operations undertaken by the Team and Members discussed the following matters with the Principal Liaison & Enforcement Officer:

- Late Night Refreshment venues – the labour intensive operations required to check compliance and pursue prosecutions. Members also heard that LCC had approached the Department for Business Innovation and Skills (BIS) (public consultation paper) seeking authorisation for officers to issue Fixed Penalty Notices (FPNs) to address non compliance. It was felt issuing

financial penalties to offenders would deliver a positive impact acting as an effective deterrent to repeated offending. Also, it would provide an alternative effective option in disposing of cases rather than solely prosecuting offenders, which is both costly to the department financially as well as staff hours gathering evidence and preparing prosecution packages for formal proceedings. Members supported this initiative and suggested that Leeds MP's be contacted to lend weight to this request for authority to issue FPNs

(Councillor Selby withdrew from the meeting for a short while at this point)

- the ongoing closer partnership working between the Team and partner agencies, such as West Yorkshire Police, UK Border Agency and Her Majesty's Revenue & Customs, required to gather evidence to tackle problem premises has delivered some excellent outcomes. There is scope to further develop closer partnership working with agencies to utilise agencies' resources and powers in an effective and efficient way, having regard to the Hampton Report.
- Use of media to highlight successful prosecutions and partnership working to act as a deterrent to offending.
- The use of a "Memorandum of Understanding" incorporating an Information Sharing Agreement between the Team and partner agencies to ensure data is securely shared between the agencies. Members requested further information on these documents, in particular inviting the Department for Work & Pensions to become a signatory to the Licensing Act 2003 joint enforcement protocol.
- The use of new initiatives such as "meet and greet" and compliance checks for drinks measures, irresponsible drinks promotions and availability of drinking water to continue to engage with the licensing trade.

RESOLVED –

- a) That the contents of the report be noted
- b) To request officers to draft a letter calling on all Leeds MP's to support the request to the Department for Business, Innovation and Skills, for appropriate officers to be authorised to issue Fixed Penalty Notices to address non compliance in Late Night Refreshment venues

89 Licensing Act 2003 - Changes from 25 April 2012

The Head of Licensing and Registration submitted a report setting out the changes to the Licensing Act 2003 due to be commenced on 25th April 2012 brought about by the Police and Social Responsibility Act 2011, and the implications of those changes on the work of the Licensing Committee and its sub committees.

Appended to the report was a copy of the relevant extract of Part 2 of the Act for reference. The Committee discussed issues relating to:

- The changing roles of local Primary Care Trusts and Licensing Authorities which would be recognised as Responsible Authorities
- The removal of the "in the vicinity" test and likely increase in the number of representations before a Sub Committee
- The changing role of LCC Area Committees and the licensing notification mechanisms likely to be used
- The amendment to the evidential burden
- Changes to the Temporary Event Notice process.

Members also noted that the changes would need to be reflected in the Statement of Licensing Policy and considered establishing a Working Group of Members and officers to review the Policy

RESOLVED –

- a) To note the contents of the report
- b) To agree to the establishment of a small Working Group of Members and officers to undertake a review of the Statement of Licensing Policy (Licensing Act 2003) in order to address the changes brought about by the Police Reform and Social Responsibility Act 2011.

90 Licensing Work Programme

RESOLVED – To note the contents of the Work Programme for the remainder of the 2011/12 Municipal Year

91 Future meeting arrangements

RESOLVED – To note the dates of future meetings as 15th and 25th May 2012 respectively

92 Any Other Business

Several additional matters were discussed:

Sub Committee meetings – the clerk tabled a list of sub committee meetings requiring three Members to attend and requested that Members consider their availability and respond in due course

Councillors Remuneration – Members noted proposals for the Independent Remuneration Panel to consider whether additional remuneration would be appropriate for Members of the Licensing Committee for 2012/13 given the increased workload due to the SEV licensing and Large Casino application process.

Late Night Levy & Early Morning Restriction Orders – Members approved the contents of the draft response for submission to the Home Office consultation

93 Councillor R D Feldman

The Chair noted this would be the last Licensing Committee meeting that Councillor R D Feldman would attend before his retirement in May 2012. Councillor Armitage expressed her personal thanks to Councillor Feldman for his valuable contributions to the work of the Committee, which were appreciated by Members of all political parties. All Members expressed their best wishes to Councillor Feldman for a happy retirement

Licensing Committee

Friday, 25th May, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors K Bruce, Buckley, R Downes,
J Dunn, B Gettings, T Hanley, G Hussain,
G Hyde, A Khan, P Latty, B Selby,
C Townsley and G Wilkinson

1 Chairs Opening Remarks

The Chair welcomed all present, to this the first meeting of the 2012/13 Municipal Year, particularly to Councillor Buckley as a new Member of the Committee

2 Late Items

No formal late items of business were added to the agenda however the Committee was in receipt of the following documents

Agenda item 7 Governance Arrangements – Appendix 2 setting out proposed membership of the Licensing Sub Committees, despatched after Annual Council on 21 May 2012 when the final membership of the full Committee had been agreed (minute 7 refers)

Agenda item 9 Changes to the Section 182 Guidance – an article by Professor R Light examining the revised Section 182 Guidance was tabled at the meeting (minute 9 refers)

3 Declarations of Interest

No declarations of interest were made

4 Apologies for Absence

Apologies for absence were received from Councillor Charlwood

5 Minutes

RESOLVED – That, subject to an amendment to minute 83 (Chairs Opening Remarks) to refer to *Alpha* Private Hire & Hackney Carriage Welfare Society, the minutes of the last meeting held 10th April 2012 be agreed as a correct record

6 Matters Arising

Members briefly discussed the contents of an Alpha Radar publication they had received, noting that advice on the contents would be sent to them directly but did not form part of the agenda for this meeting

7 Licensing Committee - Annual Governance Arrangements

The Committee considered the report of the City Solicitor setting out the Annual Governance arrangements for the work of the Committee for the forthcoming year, including the Terms of Reference, the establishment of the Licensing sub committees and the Terms of Reference for the sub committees. Members noted receipt of Appendix 2 of the report which set out

proposed memberships for sub committees A to E and 2 additional sub committees to deal with the Sexual Entertainment Venue (SEV) and Large Casino application processes.

Members' attention was directed to the following:

SEVs and Casino subs

- Only Members who had attended all relevant training sessions would be eligible to sit on the sub committees.
- A pool of 5 trained members was required, of which 3 would make up the daily sub committees.
- A quorum of 3 was proposed for these particular sub committees
- The same 3 members would be required to hear every application

Terms of reference

- an amendment had been made to reflect that LCC Environmental Protection Team could now make representations on applications for Temporary Event Notices
- once the SEV's "conversion" applications had been dealt with, any new sex establishment licence application would be dealt with by the ordinary Sub Committees A to E

Licensing Authority

- Guidance was included on the separation of functions between relevant LCC departments in order for the Licensing Authority to achieve the new function of Responsible Authority

RESOLVED –

- a) That the Terms of Reference as submitted in Appendix 1 of the report and agreed by full Council on 21 May 2012 be noted
- b) That approval be given to the establishment of 5 sub committees to deal with ordinary business and a separate Large Casino sub committee and an SEV sub committee, along with the arrangements for the membership of those sub committee as set out in paragraph 3.6 of the report
- c) That approval be given to the membership of each sub committee as set out in Appendix 2 of the report as follows:
 - I. Sub committee A Councillors Armitage, Bruce & Downes
 - II. Sub Committee B Councillors Dunn, Buckley & G Hussain
 - III. Sub committee C Councillors Hanley, Gettings & G Hyde
 - IV. Sub Committee D Councillors P Latty, Townsley & Selby
 - V. Sub Committee E Councillors Wilkinson, Charlwood & Khan
 - VI. SEV Sub Committee – Councillors Armitage, Selby, Gettings G Hussain & Latty
 - VII. Large Casino Sub Committee – Councillors Armitage, G Hyde, Khan, Wilkinson & Townsley
- d) That the Terms of Reference for the Licensing Sub Committees, as set out in Appendix 3, be approved
- e) That approval be given to the delegation of licensing functions to the Director of Resources as set out in Appendix 4 of the report
- f) That approval be given to the delegation of the function of making an Alcohol Disorder Zone to the Director of Environment and Neighbourhoods as set out in Appendix 5 of the report

8 Licensing Procedure Rules and Code of Practice for Determining Licensing Matters

The Licensing Committee considered the report of the City Solicitor setting out the proposed Rules of Procedure to be followed by the Licensing Committee and its sub committees in respect of the meetings held under the provisions of the Licensing Act 2003 and Gambling Act 2005. The report also referred to the Code of Practice for the Determination of Licensing Matters and Members noted the arrangements for quorum of the sub committees.

RESOLVED –

- a) That the Licensing Procedure rules as set out in Appendix 1 of the report be approved and the contents of the associated information sheet (Appendix 2) be noted
- b) To note and follow the contents of the Code of Practice for the Determination of Licensing Matters (Appendix 3)

9 Changes to Section 182 Guidance

The Head of Licensing and Registration submitted a report highlighting the major changes made to the Licensing Act 2003 which came into effect on 25th April 2012 and the subsequent amendments made to the Section 182 Guidance. Members noted receipt of an additional briefing note tabled at the meeting and briefly discussed matters relating to representations, CIP areas and conditions and went onto consider the following matters in detail:

Planning - the relationship between planning and licensing matters. The revised Guidance, with new emphasis on decisions being “appropriate” rather than “necessary” suggested Members’ deliberations could encompass when and why planning hours had been set; and whether the business now proposed was significantly different to that permitted under the planning permission.

Police evidence - The measures set out in the “Rebalancing the Licensing Act” consultation had been included in the Guidance - Members should give weight to whether or not a police representation had been made, and the police should be the main source of advice on matters relating to the prevention of crime and disorder. This should have an impact on the nature and robustness of police evidence. Members were advised that constituents making a complaint to them about licensed premises should be directed to the police as well.

Health Authority as Responsible Authority – Members were aware that statistics of patients admitted to A&E with alcohol related issues were being collated, and discussions were ongoing with the NHS Trust on the type of information which would be appropriate to submit in representations to the sub committees

RESOLVED – That the contents of the report and the discussions be noted

10 Licensing Act 2003 Statement of Licensing Policy Review

The Head of Licensing and Registration submitted a report advising of the issues related to the revision of the Statement of Licensing Policy (Licensing Act 2003) and setting out options available for Member involvement in that review. The report highlighted the measures now available within the LA2003 following the Police Reform and Social Responsibility Act 2011 which would come into effect in October 2012.

Members noted the interest shown in establishing a CIP area for the Beeston and Holbeck ward and the impact of the changing nature of the city centre/location of licensed premises on the relevance of the current City Centre CIP area.

Officers highlighted the options available and Members considered establishing a small working group of Members and officers to review the Policy in discussions with partner agencies and stakeholders.

RESOLVED –

- a) That the contents of the report be noted
- b) That approval in principle be given to the proposed Working Group of Members and officers to meet with partner agencies and stakeholders to review the Licensing Act 2003 Statement of Licensing Policy
- c) That a further report be presented to the July Licensing Committee meeting setting out the remit and of the Working Group, with a view to the first WG meeting being held soon after

11 Licensing Work Programme 2012/13

The Chief Officer, Democratic and Central Services submitted a report setting out matters proposed for inclusion in the Licensing Programme for the forthcoming year.

RESOLVED – That the draft Work Programme be agreed subject to the inclusion of a report back from the Entertainment Licensing Liaison and Enforcement team being included in the list of items for August 2012 and February 2013

12 Dates of Future Meetings

RESOLVED – To note the calendar of Licensing Committee meetings for the 2012/13 Municipal Year as: 26 June 2012, 24 July 2012, 14 August 2012, 11 September 2012, 16 October 2012, 13 November 2012, 18 December 2012, 15 January 2013, 12 February 2013, 12 March 2013, 9 April 2013 and 14 May 2013

13 Any Other Business

Members Information Packs - The Members information Pack for 2012/13 was distributed to those Members present at the meeting

Remuneration – Members noted that discussions were ongoing with the Independent Remuneration Panel regarding recognition for the significant workload for Members of the Licensing Committee during the 2012/13 Municipal Year

Licensing Sub-Committee

Monday, 12th March, 2012

PRESENT: Councillor A Khan in the Chair
Councillors G Wilkinson and D Wilson

225 Election of the Chair

RESOLVED- Councillor Khan was elected Chair for the meeting.

226 Declarations of Interest

There were no declarations of interest made at the meeting.

227 Leeds Young People's Film Festival - Certification of Films

The Sub-Committee having regard to the Licensing Act 2003, and in particular the protection of children from harm licensing objective, considered an application seeking the certification of films proposed to be shown at the 13th Annual Leeds Young People's Film Festival between 26th March -5th April 2012 at various venues throughout the Leeds City Council area.

The applicants, Mr M Grund and Ms D Maturi, representing the Leeds Young People's Film Festival, addressed the Sub-Committee and informed the meeting that the following three films had been withdrawn from the current programme:-

- The Great Bear
- Here Comes Lola
- Me and My Umbrella

For ease of reference, the Sub-Committee discussed the content of each film to be shown as referred to in Appendix A of the report.

Arising from discussions, the Sub-Committee sought feedback on the success of last year's Leeds Young People's Film Festival and on the process for monitoring certification.

RESOLVED- That an application for the certification of films proposed to be shown during the Leeds Young People's Film Festival be dealt with as follows in order to promote the protection of children from harm objective:-

<u>Name of Film</u>	<u>Classification Agreed</u>
Capelito: The Magic Mushroom	U
Itch of the Golden Nit	U
Moomins and the Comet Chase	U
Lotte and the Moonstone Secret	U

Yoko	U
Welcome to the Space Show	U
Tales of the Night	PG
On the Sly	PG
Lily the Witch – The Journey to Mandalan	PG
Nicostratos the Pelican	PG
Being Elmo	PG
Children Who Chase Lost Voices from Deep Below	12A
We Are Poets	12A
Crocodiles: All for One	12A
Death of a Superhero	15
Four Days Inside Guantanamo	15

228 "Ephesus Restaurant" - Application for the grant of a premises licence for Ephesus Restaurant, 4 Rodley Lane, Rodley, Leeds LS13 1HU

The Sub-Committee, having regard to section 17 of the Licensing Act 2003, considered an application for the grant of a premises licence in respect of premises at 4 Rodley Lane, Rodley, Leeds 13 trading as Ephesus Restaurant.

The Sub-Committee were required to consider this application due to the receipt of representations from interested parties and responsible authorities.

Representations containing measures proposed to address the relevant licensing objectives had been submitted by LCC Health and Safety Team (LCC H&S); LCC Environmental Protection Team and West Yorkshire Police (WYP) and had been agreed by the applicant prior to the hearing.

In addition to the above representations, the Sub-Committee agreed to consider a letter of objection received from Mr M Holt dated 9th February 2012 who was not present at the meeting

The applicant, Mr Kadir Kayalar addressed the Sub-Committee and, in summary, made reference to the following key points:-

- details of previous experience gained of running bars in another country

- the favourable comments received from customers since the restaurant opened in January 2011
- the previous practice of customers bring their own bottles
- the fact that he had written to Mr Holt addressing the issues of concern with particular reference to car parking problems and outside noise regarding the outside decking area

Prior to making the decision, the Sub Committee raised the following issues:-

- clarification if wine and bottled beer would be served with meals only
- the concern that customers could purchase wine at 10.59pm and that there was no provision for a 30 minute period of drinking up time
- clarification if there had been any complaints with regards to noise since January 2011 at the premises and in particular around closing time
- the fact that the decking issue was a matter for the planning department and not for this Sub-Committee

Arising from discussions, Mr Kayalar informed the meeting that he would have no objection to varying the application for the supply of alcohol for consumption 'On' the premises Tuesday to Sunday from 17:00 to 22:30 to alleviate the Sub-Committee's concerns.

Further discussion ensued regarding the space provision arising from the proposed seating plan and on the possible noise element arising from smokers using the decking area on a summers evening.

The Sub-Committee carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – a) To grant the application, as varied by the applicant, in the following manner:

Supply of alcohol for consumption "On" the premises
Tuesday to Sunday 17:00 to 22:30

Recorded Music – Indoors
Tuesday to Sunday 17:00 to 23:00

Times when the premises will be open to the public
Tuesday to Sunday 17:00 to 23:00

Non Standard Timings
No non standard timings for bank holidays or special occasions are proposed

No drinks to be served without food

b) That the conditions identified by LCC Health and Safety Team (LCC H&S), LCC Environmental Protection Team and West Yorkshire Police (WYP) be retained.

c) That in relation to Part 1 of the Leeds City Council's Environmental Action Service Proposed Controlled Measures under the Licensing Act 2003, condition 7 be amended to read as follows:-
'The activities of persons using the external areas shall be monitored and they shall be reminded to have regard to the needs of local residents and to refrain from shouting and anti social behaviour etc when necessary'

d) That the applicant be advised to consult with the Department of Planning with regards to outside hours of use and the decking issue.

(The meeting concluded at 10.50 am)

Licensing Sub-Committee

Monday, 26th March, 2012

PRESENT: Councillor R D Feldman in the Chair

Councillors J Dunn and G Hussain

229 Election of the Chair

Councillor Feldman was elected Chair for the meeting.

230 Late Items

There were no late items. However additional information had been circulated in relation to the "Beat Bar" application (Minute 232 refers) and also for the certification of the film "I am Nasrine" (Minute 233 refers).

231 Declarations of Interest

Councillor Feldman declared a personal interest in Agenda item 6 "Beat Bar" (Minute 232 refers) as a former colleague of the grandmother of one of the landlord's representatives.

232 "Beat Bar" - Application for the grant of a premises licence for beat bar, 66 Merrion Street, Leeds LS2 8LW

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for Beat Bar, 66 Merrion Street, Leeds, LS2 8LW.

Representations had been received from LCC Environmental Protection Team and West Yorkshire Police. Present at the hearing were:

Mr Ravinder Rathore and Mr Gurmail Rathore – the applicants
Mr Paddy Whur – solicitor for the applicant
Mr David Woolman and Mr Max Clynes – the premises landlord representatives

PC Cath Arkle – West Yorkshire Police

Mr Brian Kenny - LCC Environmental Protection Team

The Sub Committee heard from Mr Whur who was representing the applicant he requested that in light of the detailed nature of the application whether the time allowed to present could be extended to twenty minutes. Members agreed that this should be permitted but that all other representations would have an equal amount of time.

Mr Whur highlighted paragraphs from Leeds' local policy which expressed desire for culturally diverse activities, venues of a differing nature; and Leeds going up a level. He argued that this venue would achieve those objectives owing to it being individual, offering the public something different and it not

being an alcohol led venue. It was put to the Committee that this venue would enhance the reputation of Leeds as a destination to listen to high quality acts.

The Sub Committee was further informed that the landlords of the proposed premises were spending £1.5 million re-developing the Merrion Centre in which the “Beat Bar” would be situated and that they supported this venture and would not do so if it was not going to complement the development of the Merrion Centre. It was highlighted to Members that the style of this venue would have less of an impact than the previous licensed premises which had been a normal nightclub.

The security of the venue was also raised it was proposed that the CCTV system in the venue would be linked to the overall Merrion Centre system giving greater protection to the venue and the surrounding area. Also door supervisors which West Yorkshire Police were satisfied would be used. It was also highlighted to the Sub Committee that a new manager would be recruited and that consultation with the police would be undertaken on the final choice. Further to this the Sub Committee were informed that a dispersal policy had been developed and that at all times it was the intention of the applicants to work with West Yorkshire Police.

The Sub-Committee was also informed that there would be 30 new jobs created

The Sub-Committee heard from PC Arkle who outlined her concerns with regard to the application. She informed the Sub Committee that that the premises were located in a violent crime hotspot within the Cumulative Impact area. PC Arkle also sought assurance that, if this licence was to be granted, and West Yorkshire Police were to object to an act taking place, that they would be able to prevent it from taking place.

Mr Kenny, LCC Environmental Protection addressed the Sub Committee objecting on the grounds that the premises were within the Cumulative Impact area. He further highlighted the problems with public nuisance in the area, and outlined his concerns that an additional premise serving alcohol and the subsequent increased people would increase existing problems.

Members and the Legal Advisor to the Sub Committee then queried aspects of the proposal specifically:

- the capacity of the venue; and the proposed ticketing policy when all tickets have not been sold;
- the quality of acts proposed to perform at the venue and that this might lead to potential over subscription and subsequent disorder;
- the proposed operating hours of the venue.

In summing up the applicant re-iterated the positive impact this venue could have on the City of Leeds.

The Sub Committee then carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – To grant the application subject to the conditions detailed below:

- The premises will not operate unless there is a pre-arranged performance of a live act this to include DJs;
- The premises will operate to a maximum of 7 hours between 12 noon and 04:00 hours and will be a continuous 7 hour period;
- Admission will be by ticket only;
- There to be a maximum of 2 SIA registered door staff to be on duty at all times the premises is open and 30 minutes after closing, with a minimum ratio of 1 SIA registered door staff to 75 persons;
- That there be a minimum of 3 persons outside the premises to operate the dispersal policy with at least 1 person to be SIA registered to remain outside until 30 minutes after closure of the premises;
- That full details of all events to be sent to West Yorkshire Police giving a minimum of 7 days notice of all events, with the event not to go ahead if objections are maintained by West Yorkshire Police; and
- The manager on duty at all times must hold a personal licence

233 Certification of Films - Hyde Park Picture House

The Sub-Committee having regard to the Licensing Act 2003, and in particular the protection of children from harm as a licensing objective, considered an application seeking the certification of a film proposed to be shown at the Hyde Park Picture House, Leeds. The film was intended to be shown in April 2012.

The applicant Ms W Clark, addressed the Sub Committee and made the following key points:-

- The film had been granted a 15 certificate by Newcastle City Council; and
- The film considers complex and adult topics, however these are not graphically sexual or violent but are implied;

The Sub Committee further discussed the specific content of the film with the applicant.

RESOLVED - That upon considering the application for the certification of the film entitled "I am Nasrine" proposed to be shown in April 2012 at the Hyde Park Picture House, the Sub Committee decided the film should be classified as a 15 because of the content contained within it.

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Licensing Sub-Committee

Monday, 2nd April, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors B Gettings and C Townsley

234 Election of the Chair

Councillor Hyde was elected Chair of the meeting

235 Late Items

Whilst the Chair had accepted one late item on to the agenda, this being an application for a Temporary Event Notice at The Savannah Club, LS10, Members were informed that this had subsequently been withdrawn by the applicant

236 Declarations of Interest

There were no declarations of interest

237 'Chiquitos Restaurant and Bar' - Application for a grant of a premises licence for Chiquitos Restaurant and Bar, Unit A20, The Light, The Headrow, Leeds LS1 8TL

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application made under Section 17 of the Licensing Act 2003 for a premises licence for Chiquitos Restaurant and Bar Unit A20 The Light, The Headrow LS1, which was located within the Cumulative Impact Area 1

Representations had been received from West Yorkshire Police and from LCC Environmental Protection Team

Present at the hearing were:

Mr Heath Thomas – solicitor for the applicant
Ms Stephenson – Area Manager – Chiquitos
Ms Letty – Area Support Manager
Mr Oakley – General Manager of The Light
PC Arkle – West Yorkshire Police
Mr Kenny – LCC Environmental Protection Team

The Sub-Committee heard from Mr Thomas on behalf of the applicant who stated that the proposals would not add to the Cumulative Impact experienced in the City Centre. The proposals were for a food-led restaurant with approximately 116 covers located within and accessed from The Light centre. There would be a meet and greet point close to the entrance which would be supervised and the well-staffed restaurant would operate on waiter/waitress service, with all staff being appropriately trained

The use of a pager system to alert customers when their tables were ready would avoid queues building up at busy times

In terms of security, as well as in-house CCTV, each unit in The Light contained a panic alarm system; the whole centre was covered by CCTV and was regularly patrolled by a team of security staff. These arrangements therefore provided two levels of filter, i.e. security into the centre itself and the meet and greet close to the restaurant entrance. There would not be any outside element to the restaurant and a smoking area would not be provided; these areas sometimes being a cause of problems. The Sub-Committee was informed that through the pricing structure of the restaurant, this would also filter out troublesome elements. Mr Thomas also referred to the car park at The Light which was considered to be a well operated and safe car park and would help with dispersal. In terms of the representations made by the Environmental Protection Team, Mr Thomas indicated the applicant would be willing to accept the proposed conditions as set out in the papers appended to the submitted report. Mr Thomas also outlined the risk assessment process and the written health and safety policy in place

The Sub-Committee then heard from PC Arkle of West Yorkshire Police.

PC Arkle stated she had no concerns with this particular operator but the premises were in a Cumulative Impact area. PC Arkle welcomed the waiter/waitress service but raised the possibility of setting a minimum number of covers. She confirmed that West Yorkshire Police would not request sales of alcohol ancillary to food as they accepted the operation but in requesting a minimum number of covers, sought to have an element of future proofing in the event the licence was transferred to a more alcohol-led outlet

The Sub-Committee then heard from Mr Kenny of the Environmental Protection Team who also stated that there were no problems with this operator but that the unit was sited in the Cumulative Impact Area. Mr Kenny noted that the proposed conditions would be accepted by the applicant if Members were minded to grant the application

A discussion took place in relation to the possibility of a minimum number of covers, with Mr Thomas suggesting a minimum number of 75, if such a condition was imposed

The Sub-Committee carefully considered both the written and verbal representations from the applicant, West Yorkshire Police and LCC Environmental Protection Team

Whilst accepting the premises were located in a Cumulative Impact Area, Members granted the application as they were satisfied that the nature of this operation and its location – being accessed via The Light centre – would not add to the Cumulative Impact experienced in this area. The proposals were for a food-led restaurant and not an alcohol-led use; there would be waiter/waitress service in the premises; there would be adequate security in the premises and the wider area; dispersal of patrons would be managed appropriately, particularly through the use of the car park within The Light and that queues would be avoided through the use of a pager system

RESOLVED - That the application be granted subject to the conditions set out in the operating schedule, the following conditions proposed by the Environmental Protection Team:

- Noise from a licensable activity at the premises will not be audible at the nearest noise sensitive premises which are the Radisson Hotel, Cookridge Street to the West and flats at the K2 building, Albion Street to the North

- The Licence Holder and their designated premises supervisor will ensure that patrons do not cause public nuisance to nearby residents and businesses in the vicinity when smoking outside the front of the premises or when leaving

and an additional condition, agreed at the hearing requiring a minimum of 75 covers

238 Temporary Event Notice - Objection to an application for a Temporary Event Notice, Savannah Club, Grove Road, Hunslet Leeds LS10 2QT

This application was withdrawn by the applicant

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Licensing Sub-Committee

Monday, 16th April, 2012

PRESENT: Councillor C Townsley in the Chair
Councillors P Latty and G Wilkinson

239 Election of the Chair

RESOLVED – Councillor C Townsley was elected Chair for the meeting.

240 Declarations of Interest

There were no declarations made.

241 "Co-op" - Application to vary a premises licence held by Co-op, 60 High Street, Kippax, Leeds LS25 7AJ

The Sub – Committee having regard to the Licensing Act 2003, the Section 182 Guidance and the authority's own Statement of Licensing policy considered an application for the grant of a premises licence for "Co-op" application to vary a premises licence held by Co-op, 60 High Street, Kippax, Leeds, LS25 7AJ.

The following were present at the hearing:-

Mr M Swift – Applicant
Mr R Arnott - Solicitor for the applicant

Mr B Kenny – LCC Environmental Health
Mr M Bird – LCC Environmental Health

The Sub Committee considered an application by the applicants solicitor to adjourn the hearing of the Co-op items featured at Agenda Items 6 – 11. The applicant's solicitor outlined the reasons for requesting the adjournment to the Sub Committee, which were as follows:

- Due to leave commitments of Council Officers in Environmental Health not enough constructive negotiations had been able to be conducted between them and the Co-op to resolve issues;
- The applicant's solicitor had not been instructed until 1 working day before the hearing; and
- The desire of the Co-op to work with Environmental Health to address their concerns and the concerns of any objectors and following this the possibility of the application being amended.

The Sub Committee considered the application to adjourn the Co-op items and agreed in light of the circumstances that it would be appropriate to do so.

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012. (Minutes 242 – 246 refer)

242 "Co-op Store" - Application for the variation of a premises licence for Co-op, 433 Spen Lane, West Park, Leeds LS16 6JE

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012, (Minute 241 refers.)

243 "Co-op" - Application for the variation of a premises licence for Co-op, 206 Butcher Hill, West Park Leeds LS16 5BG

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012, (Minute 241 refers.)

244 "Co-op" - Application for the variation of a premises licence for Co-op, 425 Otley Road, Leeds LS16 6AL

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012. (Minute 241 refers.)

245 "Co-op" - Application to vary a premises licence held by Co-op Village Store, 49 Town Street, Beeston Leeds LS11 8PN

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012. (Minutes 241 refers.)

246 "Co-op Village Store" - Application to vary a premises licence held by Co-op Village Store, 52 Street Lane, Roundhay, Leeds LS8 2ET

RESOLVED – The Sub Committee resolved to adjourn the Co-op items featured at Agenda items 6 – 11 until 28th May 2012. (Minute 241 refers.)

Licensing Sub-Committee

Monday, 23rd April, 2012

PRESENT: Councillor D Wilson in the Chair

Councillors K Bruce and G Wilkinson

247 Election of the Chair

RESOLVED – That Councillor Wilson be elected Chair for this meeting.

248 Late Items

No formal late items of business were added to the agenda for the meeting, however additional information had been submitted in relation to agenda item 6 (Minute No. 250 refers) and agenda item 10 (Minute No. 254 refers)

249 Declarations of Interest

There were no declarations of interest.

250 "Frontier Sales Limited" - Application for the Grant of a Premises Licence for "Frontier Sales Limited", 173-179 New Road Side, Horsforth Leeds, LS18 4DR

This item was withdrawn.

251 "Domino's Pizza" - Application for the grant of a premises licence in respect of Domino's Pizza, 88 Street Lane, Roundhay, Leeds, LS8 2AL

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy, considered an application for the grant of a premises licence for Domino's Pizza, 88 Street Lane, Roundhay, Leeds, LS8 2AL.

A representation had been submitted by West Yorkshire Police (WYP) on the grounds that the application would undermine public nuisance, crime and disorder and the protection of children from harm licensing objectives.

A representation had also been submitted by LCC Environmental Protection Team, on the grounds that the application would undermine the prevention of public nuisance licensing objectives.

In addition, a representation had been submitted by LCC Planning Services to address the licensing objective of prevention of public nuisance.

The hearing was attended by the following:

- PC Dobson, West Yorkshire Police
- Chris Sanderson, City Development, Planning and Development Services
- Brian Kenny, Environment and Neighbourhoods, Environmental Protection.

Brian Kenny addressed the Sub-Committee and made the following points:

- Concern about the potential for noise and disturbance late at night, particularly as the premises were located in a residential area.

Chris Sanderson addressed the Sub-Committee and made the following points:

- Concern about the premises being located in a residential area, particularly as the application was for late night refreshment between 23:00 and 04:00.

PC Dobson addressed the Sub-Committee and made the following points:

- Concern about the premises being located in a busy area and the potential of anti-social behaviour.
- The impact of the proposed opening hours on a near-by children's home.

The Sub Committee then carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – That the application be granted for late night refreshment between 23:00 and 23:30 hours, subject to conditions.

252 "Jill's Stores" - Application for the grant of a premises licence for Jill's Stores, 37 Hough Lane, Bramley, Leeds, LS13 3PS

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy, considered an application for the grant of a premises licence for Jill's Stores, 37 Hough Lane, Bramley, Leeds, LS13 3PS.

A representation had been submitted by West Yorkshire Police (WYP) however the measures proposed had been agreed by the applicant and the representation subsequently withdrawn.

Representations had also been submitted by a number of local residents. Copies of the representations were available at the hearing for Members' consideration.

The hearing was attended by the following:

- Philip Whiteley, Applicant.

Philip Whiteley addressed the Sub-Committee and made the following points:

- Background history to the premises was provided. Previously the premises had been boarded up.
- The applicant currently employed 3 part time workers from the local area.
- The applicant regularly picked up litter from outside the shop premises. There was also a litterbin outside the shop.
- No representations had been received from the planning department. Environmental Protection considered the premises to be low risk.

The Sub Committee carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – To grant the application as requested.

253 "Co-op Late Shop" - Application to vary a Premises Licence held by "Co-op Late Shop", Ground Floor, 260 Oakwood Lane, Leeds, LS8 3LE

This item was deferred.

254 "Left Bank Leeds CIC" - Application for the Grant of Premises Licence for Left Bank Leeds CIC, The Former St Margaret's Church, Cardigan Road, Headingley, Leeds, LS6 1LU

This item was withdrawn.

(The meeting concluded at 11.47am.)

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Licensing Sub-Committee

Wednesday, 25th April, 2012

PRESENT: Councillor Townsley in the Chair

Councillors P Latty, C Townsley and
G Wilkinson

255 Election of the Chair

RESOLVED – Councillor Townsley was elected Chair for the meeting.

256 Appeals Against Refusal of Inspection of Documents

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

257 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

258 Late Items

No formal late items of business were added to the agenda for the meeting. However in respect of Agenda item 6 (Minute No. 260 refers) the Sub Committee received supplementary Information which is referred to at Appendix D of the report.

259 Declarations of Interest

There were no declarations of interest.

260 "La Liga" - Application for the Review of the Premises Licence held at La Liga, Dick Lane, Thornbury, Bradford

The Sub – Committee considered a review of a premises licence held at the premises known as "La Liga", Dick Lane, Thornbury, Bradford, BD3 7AT. The review was considered under the provisions of Section 51 of the Licensing Act 2003 following a request by West Yorkshire Police at the premises on 14th March 2012. The Licensing Authority was therefore required to review the Premise Licence under section 51 of the Licensing Act 2003. Notices had been displayed at the premises advertising the review in accordance with the relevant regulations.

Present at the hearing:

- West Yorkshire Police – the applicant, represented by Mr Patterson, PC Dobson, Inspector Calkwell (WYP);
- Sergeant Rob Fulliove, PCSO Michael Cox, PC Chris Davy (observers);
- Leeds City Council (Entertainment Licensing Enforcement), represented by Paul Rix
- Robert Blackburn 'La Liga' – Premise Licence Holder (PLH) represented by John Cordingly (Licensing Consultant);
- Simon Baker, Manager at 'La Liga'; and
- Kevin Hainsworth – Joint Owner of 'La Liga'

The Sub - Committee first considered representations from WYP who provided the background to events leading up to the placement of notices providing details of the review being placed on prominent display at the premises, the following was highlighted:

- The premises have repeatedly come to the attention of West Yorkshire Police and there has been an element of underage drinking that was particularly worrying and had brought the matter to review earlier than might otherwise have been the case;
- Three meetings have been held with the PLH but there has been no improvement to the position. Promises had been made at those meetings that have still not been fulfilled and the Police consider that they were no further forward at this time in resolving the problems than they had been in 2010 at the time of the first meeting;
- Also raised by the Police were additional problems in relation to the absence or incorrect deployment of door staff. The Police put forward their beliefs that young people may also be concealing alcohol outside the premises and leaving the venue to drink and coming back in, which a better provision of door staff would help to address;
- The Police particularly made reference to what they considered to be the dismissive attitude of the management in that parties for sixteenth and eighteenth birthdays had been continuing even after the owners of the premises told the staff to stop holding them, furthermore that there had been no attendance at Pubwatch;
- The assault outlined in the papers at Agenda item 6, in August 2011, had been very serious. Further, the Halloween party in October 2011 featured underage individuals as both victims and perpetrators of assaults and there was clear evidence of the problems being alcohol related. In the Police's view, the management of the premises did not have a grip, resulting in police facing the baying mob of underage drinkers in January 2012. Inspector Calkwell highlighted that this took his police staff away from their core work of policing the streets of West Leeds and that was causing concern to the Police, to local councillors and to residents;
- That it was the Police's view that the premises had been alerted to all these problems but either didn't consider them to be their responsibility or had failed to address them.

The Sub Committee then heard from the PLH who responded to the submissions of WYP in detail. Evidence was called from Robert Blackburn. Joint owner of La Liga and the PLH, Kevin Hainsworth, joint owner of La Liga and Simon Baker the current manager at La Liga. John Cordingley, the licensing consultant representing the PLH, highlighted the following points which the Sub Committee gave careful consideration to.

- Mr Cordingley sought to put the history of La Liga into context as follows:

In 2007 the site had been acquired in a derelict condition and refurbished with a considerable amount of money being spent on it, and it was now a thriving supporter of local football. During this process, an issue had come to light relating to a discrepancy with a

planning condition which had been resolved. In 2010, there had been noise issues and issues with the floodlights at the venue, but they had also been dealt with promptly. There were no objections raised on the review from the Environmental Protection Service, local residents or indeed any other responsible authority or interested party which was significant;

- Management were willing to work with the Police and address the issues raised, but equally would not accept unfair criticism where it was harsh and unwarranted;
- That procedures were in existence to prevent underage sales. The Sub Committee was also informed there was no proof of underage sales at the venue and no prosecution of the venue or any individuals;
- Since a meeting on 15 February with the Police where the problems with sixteenth and eighteenth birthday parties were highlighted there had been only one additional eighteenth birthday party, and this had been held because a contractual obligation had been entered into but such parties were now a thing of the past;
- The premises would be re-branded from Club Estark/La Liga to Phoenix Park Sports Bar. A new DPS would be appointed who would take over management of the premises and this would not be either Robert Blackburn or Kevin Hainsworth;
- The venue always checked for proxy sales from the bar. This was horseshoe shaped bar and allowed staff to see the whole venue and furthermore proof of age was always requested in line with policy;

In summing up for WYP PC Lynn Dobson made the following key points:

- Concerns that concerns raised would not be fully addressed due to previous experience of issues in the past having not been dealt with promptly ;
- The premises may be re-branded but the same management team and the same staff would be involved; and
- The Police were asking for the licence to be revoked and that in their view no other measures would be sufficient to address the problems in this area.

In summing up on behalf of the PLH John Cordingley made the following points:

- That no other responsible authority or interested party had made a representation;
- The issues discussed today were being taken seriously by the PLH and re-branding will be taking place;
- A request for Members to consider that no prosecutions had taken place at the incidents complained about by the Police; and
- That the PLH strictly adhered to the proof of age scheme, CCTV was present and the PLH was sure that the four licensing objectives could be complied with and promoted.

Following full and lengthy consideration of the options open to the Sub Committee in the determination of review applications Members made the following decision:

RESOLVED – The Licensing Sub Committee resolved that the premises licence should not be revoked but that the following conditions be applied to the existing licence:

- That there be no 16th or 18th birthday parties at the venue;
- That the proof of age scheme be implemented by the following condition:

The PLH / DPS staff will ask for acceptable evidence as agreed by West Yorkshire Police from any person appearing to be under the age of 25 who attempts to purchase alcohol at the premises.

- the side door to be secured in a safe manner to prevent access to and egress from the venue other than in the case of emergency;
- designated member/s of staff at the premises will be authorised to access the CCTV footage and be conversant with operating a CCTV system. At the request of an authorised officer of the licensing authority or a responsible authority (under the Licensing Act 2003), any CCTV footage, as requested, will be downloaded immediately or secured to prevent any overwriting. The CCTV footage will be supplied on request to an authorised officer of the licensing authority or a responsible authority;
- The CCTV system will be capable of securing relevant pictures for review or export at a later date;
- The CCTV system will be adequately maintained and be capable of transporting recorded material onto a removable media;
- A supervisor's register will be maintained at the licensed premises, showing the name, address and up to date contact details for the DPS and all personal licence holders;
- The supervisors register will state the name of the person who is in overall charge of the premises at each time that licensed activities are carried out, and this information will be retained for a period of 12 months and produced for inspection on request to an authorised officer;
- Where the premises are holding 21st birthdays parties, the following conditions will also apply:

A bar staff ratio of 1 member of staff to 30 customers must be maintained throughout the event.

The minimum number of door supervisors for the premises at 21st birthday parties is three. These door staff must also be deployed solely as door staff and not asked to undertake any other duties. The door staff company must be members of the SIA approved contractor scheme as well as being SIA registered.

The premises licence holder or DPS must ensure that a daily record register is maintained on the premises by the door staff when they are on duty.

The daily record register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that

person and the date and time he / she commenced duty and finished duty (verified by the individual's signature).

The daily record register will be retained on the premises for a period of 12 months from the date of the last entry.

Security staff / designated supervisors will be familiar with the premises policy concerning the admission, exclusion and safeguarding of customers whilst in the premises.

The PLH / DPS will ensure that an incident report register is maintained at the premises to record incidents such as antisocial behaviour, admission refusals and ejections from the premises.

The incident report register will contain consecutively numbered pages, the date, time and location of the incident, details of the nature of the incident, the names and registration numbers of any door staff involved or to whom the incident is reported, the names and personal licence numbers (if any) of any other staff involved or to whom the incident was reported, the names and numbers of any police officers attending, the police incident and / or crime number, the names and addresses of any witnesses and confirmation of whether there is CCTV footage of the incident.

The incident report register will be produced for inspection immediately upon the request of an authorised officer.

- for all other events (i.e. not 21st birthday parties) the premises licence holder must assess the event and ensure that there is adequate door and bar supervision; and
- current Condition 23 to be replaced with a condition that plastic or toughened polycarbonate or similar glasses must be used for drinks consumed outside the premises. The premises licence holder must ensure that glass receptacles are not taken from the premises.

For the avoidance of doubt, the conditions imposed on review have the following effect on the existing licence conditions:-

Condition 20 required CCTV to be installed, and footage to be kept for a minimum of 31 days. The CCTV conditions imposed are in addition to that condition not in substitution.

Condition 21 requires the DPS to maintain an incident report register. This condition is maintained though there are further requirements in relation to door staff incident registers at 21st birthday parties.

Condition 22 regarding a door staff register is superseded by the conditions imposed on the review.

Condition 23, the removal of alcohol from the venue is superseded by the conditions imposed on the review.

Condition 25 and the check 21 proof of age scheme in Condition 42 on the challenge 21 scheme are superseded by the conditions imposed on the review.

(The meeting concluded at 1:20pm)

Licensing Sub-Committee

Tuesday, 8th May, 2012

PRESENT: Councillor Dunn in the Chair

Councillors G Hussain and G Wilkinson

261 Election of the Chair

RESOLVED – That Councillor J Dunn be elected as Chair

262 Late Items

The following late information was submitted:

- Item 6, East African Centre – Additional documents supplied by the applicant and a revised location map.
- Item 7, OK Karaoke – Additional information supplied by West Yorkshire Police.

263 Declarations of Interest

Councillor G Hussain declared a personal interest in Agenda Item 6, East African Centre – Application for the grant of a premises licence for East African Centre, 11A Cherry Row, Burmantofts, Leeds as he was known to the applicant's representative.

264 "East African Centre" - Application for the grant of a premises licence for East African Centre, 11A Cherry Row, Burmantofts, Leeds LS9 7LY

The sub-committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own statement of licensing policy, considered an application for the grant of a premises licence at East African Centre, 11A Cherry Row, Burmantofts Leeds.

It was reported that the application was for the provision of Recorded Music, Facilities for Making Music, Facilities for Dancing, Sale by Retail of Alcohol and Late Night refreshment.

The hours applied for were as follows:

Recorded Music, Facilities for Making Music, Facilities for Dancing and Sale by Retail of Alcohol:

Sunday to Thursday	10:00 to 23:30
Friday	10:00 to 03:00
Saturday	10:00 to 04:00

Late Night Refreshment:

Sunday to Thursday	23:00 to 23:30
Friday	23:00 to 03:00
Saturday	23:00 to 04:00

It was reported that the application had previously been adjourned following meetings of the Licensing Sub-Committee in order to ascertain the exact location of the premises.

Representations to the application had been made by West Yorkshire Police, Planning, Environmental Health and local residents.

The applicant's representative addressed the Sub-Committee and reported that it was wished to reduce the hours of operation to 01:00 on a Friday and a Saturday and also to only cover the ground floor of the premises. The applicant and his representative also raised the following issues:

- The premises did not offer a nightclub style facility and catered for the Eritrean community in Leeds. There was no other such provision in the City.
- Maximum capacity was 100 customers.
- There would be no outside activities.
- It was only proposed to play recorded music.
- CCTV would be installed in line with the request from West Yorkshire Police should the licence be granted.
- There had not been any noise audible outside the premises when an inspection had been carried out by Environmental Health.
- Customers were reminded to be quiet upon leaving the premises and a neighbouring taxi firm was used.
- Nearest residential properties were 50 to 60 metres away.
- A retrospective application for planning permission would be made.
- Concern that the petition of objection had repeated addresses.

In response to questions the following issues were discussed:

- The premises had been in operation for 2 years and the sale of alcohol had been made under temporary Event Notices.
- The applicant would accept all the conditions, that were still relevant as proposed by West Yorkshire Police.
- The applicant was willing to accept conditions proposed by Environmental Protection with exception to the one relating to hours of operation.

The West Yorkshire Police representative addressed the meeting and highlighted the following:

- The Police had become involved following reports of alcohol being consumed on the premises although it was not proven there had been sale of alcohol.
- The applicant had been encouraged to apply for a premises licence.
- Reference was made to a fight that had happened outside the premises during the Christmas period.

Planning Services addressed the meeting. It was reported that there were concerns regarding the use of the premises and no planning application had yet been approved. There were concerns regarding the proximity of the premises to

residential properties and there had been complaints regarding people congregating outside the premises.

Representations were also made from Environmental Protection. It was felt that there was potential for noise disturbance from the premises and that any License should be granted for no later than 23:00 and also be subject to conditions as outlined in the report.

A representative of local residents addressed the meeting. He raised the following issues:

- Complaints had been made from residents of Marston Mount and Cherry Court regarding late night noise, gathering of crowds and litter.
- Outdoor parties had been held until late evening.
- Support that had been given to residents in producing a petition against the application. This had been done at short notice.
- Cumulative effect of other businesses in the area and problems associated with car parking.
- Difficulty for objectors to attend this re-arranged hearing.

In summary to the application, the applicant's representative highlighted the following:

- West Yorkshire Police were happy with the conditions agreed.
- There was no proof of any incidents attributable to the East African Centre.
- Documentary evidence had now been provided regarding the location of the premises.
- Objections had not been received from residents closer to the premises than those listed on the petition.
- There had been no problems with noise when monitoring had been carried out by Environmental Protection.

RESOLVED –

That a Premises Licence be granted from 10:00 to 23:00 for the supply of alcohol, recorded music and facilities for making music and dancing and that a late night refreshment licence be granted from 23:00 to 23:30. The premises being open to the public from 10:00 to 23:30.

The applicant was reminded that all conditions that remained relevant and as detailed in the report to be adhered to, CCTV to be in place and planning consent to be gained before they could comply with the Licence.

265 "OK Karaoke" - Application to vary a premises licence held by OK Karaoke, 9 East Parade, Leeds LS1 2AJ

The sub-committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own statement of licensing policy, considered an application for the variation of a premises licence at OK Karaoke, 9 East Parade, Leeds.

The application was for the provision of performance of live music, performance of recorded music, performance of dance, provision of facilities for making music, provision of facilities for dancing and the sale by retail of alcohol for consumption on and off the premises every day from 00:01 to 00:00.

Further to concerns raised by West Yorkshire Police that the application could relate to an alternative business operating within the same premises, the Sub-Committee was asked to consider whether this was the case and whether it should be a full application as opposed to a variation. With respect to this matter, the applicant's representative addressed the matter and made reference to the submitted application that was felt to comply with routine procedures for variation. There had been some confusion regarding the address following an advertisement that had listed an event as Park Cross Street and not East Parade. It was confirmed that the premises did have an exit to Park Cross Street, but the application was in fact within the premises accessed from East Parade and was under the same management and staffing.

Members agreed that this was acceptable as an application for a variation and agreed to proceed with the hearing.

The applicants representative addressed the hearing and raised the following issues:

- The applicant had operated from the premises since 2005.
- The variation would give flexibility to use extra space within the premises giving an increase of about 20 percent.
- Temporary Event Notices had been used for similar operation and these had been successful and without any problems.
- There had been no complaints from residents with the nearest neighbouring residents being a significant distance away.
- The activities at the premises were not predominantly alcohol led and many bookings were of a corporate nature.
- The premises did not usually open until the evening but tended to open earlier during the Christmas period.
- There had been no complaints regarding noise from the premises and there was no plan to change the style of operation at the venue.

The Police representative addressed the meeting. It was reported that they had not raised any objections to the Temporary Event Notices as there had not been any previous problems with crime and disorder at the premises. There was concern with the extension to opening hours due to the premises being in a Cumulative Impact Area.

The Environmental Protection representation representative raised concerns regarding the hours of operation applied for and the potential for noise disturbance to residents on Greek Street.

In response to Members questions, both the Police and Environmental Protection representatives indicated that an application with reduced hours would be more

favourable. The applicants representative indicated that they would be willing to reduce the hours of operation to cease at 0600 on weekdays and 0800 on weekends.

RESOLVED –

That a variation to the Premises Licence be granted as follows:

Provision of performance of live music, performance of recorded music, performance of dance, provision of facilities for making music, provision of facilities for dancing and the sale by retail of alcohol for consumption on and off the premises:

Sunday to Thursday: 12:00 to 05:30, premises to be closed by 06:00
Friday to Saturday: 12:00 to 07:30, premises to be closed by 08:00

266 "Bal Newsagent" - Application to vary a premises licence held at Bal News, 434 Dewsbury Road, Beeston, Leeds LS11 7LJ

The sub-committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own statement of licensing policy, considered an application for the variation of a premises licence at Bal News, 434 Dewsbury Road, Beeston, Leeds.

It was reported that the application was to vary the opening hours of the premises for the sale of alcohol for consumption off the premises for 24 hours every day.

A representation had been made by West Yorkshire Police.

The applicant addressed the meeting. He advised the Sub-Committee that he wished to extend his license to serve the local community following requests from customers. The premises had recently started opening for 24 hours following a burglary that had happened through the night. He reported that he had discussed the application with West Yorkshire Police and was happy to take out any necessary measures to meet licensing objectives. He also advised of a nearby premises that had a licence to sell alcohol 24 hours a day.

In response to questions, the following issues were discussed:

- The premises had been opening for 24 hours a day from April and through the night a serving hatch was used.
- It was felt the sale of alcohol for 24 hours would be mainly used on a weekend.
- Alcohol sales counted for about 30 percent of takings.

The Police representative addressed the meeting and raised the following issues:

- The premises were in a residential area which had previously been the subject of a dispersal order due to youths congregating. It was felt that the grant of a licence could resurrect these problems and lead to public nuisance and crime and disorder.

- An offer was made to work with the applicant regarding the incidents of burglary at the premises.
- Reference was made to concerns from a local health group regarding the sale of alcohol and associated health problems in South Leeds.

RESOLVED – That the application be refused.

267 "Temple Newsam Car Park" - Application for the grant of a premises licence for House Car Park, Temple Newsam Park, Templenewsam Road, Halton, Leeds LS15 0AD

This application was withdrawn from the agenda prior to the meeting as the applicants and all interested parties had reached agreements on measures suggested in order to promote the licensing objectives of the city. The Premise Licence will therefore be issued by the Licensing Officer in accordance with the agreed conditions

Licensing Sub-Committee

Monday, 14th May, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors B Gettings and A Khan

270 Election of the Chair

RESOLVED – Councillor G Hyde was elected as Chair for the meeting.

271 Appeals Against Refusal of Inspection of Documents

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

272 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to excluded the public.

273 Late Items

There were no late items.

274 Declarations of Interest

There were no declarations of interest made.

275 "Afrolatino" - Application to vary a premises licence held by Afrolatino Restaurant, 142 Roundhay Road, Leeds LS8 5NA

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for "Afrolatino" Afrolatino Restaurant, 142 Roundhay Road , Leeds, LS8 5NA.

A representation had been submitted by Leeds City Council's Environmental Protection Team.

Present at the hearing were;

Mr Robert Sam Miezi – Premises Licence Holder;
Ms Linda Muimo – Manager of Afrolatino; and

Mr Brian Kenny – LCC Environmental Protection Team.

Mr Meizi addressed the Sub Committee and made the following points:

- Since the premises opened over eight years ago there has been a large number of Temporary Event Notices which have all passed without cause for concern or involvement of the Police; and
- The desire to expand the business and employ more people;

Members of the Sub Committee queried aspects of the variation application with the Premise Licence Holder. Particular attention was given to the representation letter submitted by the LCC Environmental Protection Team shown at Appendix

D to the report, and how Afrolatino proposed to address the concerns raised within it.

The Sub Committee then heard from Mr Kenny, LCC Environmental Protection Team who objected to the variation to the current licence on the grounds that the premises in their current state were not suitable for late night opening and live music. This because of them being acoustically weak, which would result in the break out of noise in a largely residential area.

Mr Kenny also considered that if the request to keep the premises open until 5am was granted people leaving the premises at this time could cause disturbances to local residents.

In summing up the applicant re-iterated the positive impact that Afrolatino had on the local community; the success of the Temporary Events held at the premises; and the willingness of the venue to work with the Council.

The Sub Committee then carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – That the application be refused.

The concerns the Licensing Sub Committee had were not in relation to the management of the premises or concerns in relation to any other licensing objective other than public nuisance.

The Licensing Sub Committee were satisfied that the concerns raised by the Environmental Protection Team were in relation to the fabric of the building and the issues raised had not been addressed nor were there any proposals put forward to address the problem.

276 "Warehouse" - Application to vary a premises licence held by Warehouse (The), 19-21 Somers Street, Leeds LS1 2RG

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for "Warehouse" 19-21 Somers Street, Leeds, LS1 2RG.

The Sub Committee was required to consider the application due to the receipt of a representation from West Yorkshire Police.

The following were present at the hearing: -

MrJim Albentosa – the applicant;
Mr Andy Woods – solicitor for the applicant; and

PC Cath Arkle – West Yorkshire Police

Mr Woods addressed the Sub Committee on behalf of the applicant. He outlined the proposals of the applicant which were to introduce a further bar within the

premises and associated modifications to the premises with the intention to make it easier for customers to be served. Mr Woods stated it was not to request an increase in capacity. Mr Woods highlighted the good reputation of the operator and the very few issues that have occurred at the premises since the applicant had taken them over. Mr Woods also put forward the view that far from undermining the Licensing Policy the proposed changes to the premises promote its objectives by improving the facilities for customers.

The Sub Committee then heard from PC Arkle of West Yorkshire Police who highlighted the potential of the proposed new bar area within the premises to increase the availability of alcohol. Also put forward that although the current owner of the premises did have a good reputation this might not always be the case if the premises were to be sold to another operator.

In summing up Mr Woods put forward that staff at the “Warehouse” are instructed not to allow the sale of alcohol to customers who appear to be drunk and that staff training will be the same for staff operating the proposed new bar area.

RESOLVED – To grant the application as requested.

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Licensing Sub-Committee

Monday, 14th May, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors G Hyde and B Selby

277 Election of the Chair

Councillor Armitage was elected Chair of the meeting

278 Late Items

Although there were no formal late items, the Sub-Committee was in receipt of the following additional information to be considered at the meeting, copies of which had been circulated before the day of the meeting:

- supplementary documentation submitted by the applicant
- supplementary documentation submitted by the Premises Licence Holder
- an e-mail from Councillor Coulson – Ward Member for Pudsey Ward

279 Declarations of Interest

There were no declarations of interest

280 Preliminary matters

Prior to the commencement of the Review Hearing, Mr Whur raised a preliminary issue regarding the CCTV footage which Mr Sutherland had provided to be considered by Members and referred to a letter he had sent to the Licensing Section on this matter, particularly on how the images had been captured; that notices to indicate that CCTV recorded images were being made had not been put up and that the images could contravene guidelines under the Data Protection Act

Mr Sutherland stated he believed that recording images from a private dwelling was acceptable and had consulted West Yorkshire Police in 2011 about this

To assist the hearing, the Legal Adviser suggested that when the CCTV footage was viewed, the public be excluded, with no objections being raised from the public who were in attendance

281 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- a) CCTV footage captured by Mr Sutherland with concerns that showing this in the public domain could be in contravention of the Data Protection Act

- b) To note that the press and public will also be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules

282 "Bojangles" - Review of a Premises Licence for Bojangles, 28 - 30 Lowtown, Pudsey, Leeds LS28 7AA

The Sub-Committee considered an application made by local resident, Mr Keith Sutherland, under Section 51 of the Licensing Act 2003 for the Review of a Premises Licence in respect of Bojangles

The following were present at the hearing:

Mr Sutherland – applicant
Mr Moore – Premises Licence Holder
Mrs Moore – Business Partner in Bojangles
Mr Whur – Licence Holders Agent
Mr Grinion – Provider of security at the premises
Mr Brown – Provider of security at the premises
Sgt Fulillove – West Yorkshire Police
Ms Sanderson – West Yorkshire Police
Ms Longfellow – Licensing Officer
Mr Rix – Licensing Officer

The Licensing Officer presented the report and tabled some larger scale maps of the premises and surrounding area, for the benefit of the Licensing Sub-Committee

Mr Sutherland presented his case and indicated he wished Members to view some of the CCTV footage at which point the members of the public who were present at the hearing left the room

The Sub-Committee viewed a series of images showing people urinating in the street; congregating outside the premises; an incident of alleged drug-taking and a member of the public gesticulating to a passer by, who was the applicant's wife, with Mr Sutherland stating that a racist comment had been made to Mrs Sutherland by the person shown on the footage

Following Members' viewing of these images, the public were allowed back into the meeting

Mr Sutherland continued to present his case stating that although he owned 26 Lowtown, he had only recently begun to reside in that property and that he owned 2 of the three properties in Studley Terrace which were served by an access where several of the incidents shown on the CCTV footage had occurred

Whilst originally a request for longer opening hours had been refused by Planning Services, with this also being refused on appeal, a temporary permission for longer opening hours had been granted with a permanent planning permission for

longer opening hours having been recently granted despite the approval notice acknowledging the problems Mr Sutherland had reported as part of his objection to the extended hours

A sound attenuation report had been obtained by the Premises Licence Holder where the need for bar management procedures to prevent loitering after closing had been identified

Reference was made to a representation made by Mrs Howe who ran The Ironing Room located at 25 Lowtown Pudsey, with concerns that she was having to clean the area outside her premises following patrons at Bojangles which was adjacent to her shop using this area inappropriately

Reference was made to the photographs submitted by Mr Sutherland, with larger copies and the original images being shown to the Sub-Committee. These images showed the location of the Premises Licence Holder's CCTV equipment to demonstrate that the images captured by Mr Sutherland would also have been captured by the cameras attached to the premises, together with a group of people with horses who had purchased refreshment from Bojangles but had consumed this on the street

Mr Sutherland referred to representations from Councillor Coulson and queried whether he was fully aware of the situation at the premises

In terms of the outcome of the Review Hearing, Mr Sutherland requested that the operating hours of Bojangles be reduced in order to prevent people leaving the premises at 1.00am having consumed drink and then having to relieve themselves in the alleyway before going home

The Sub-Committee then heard from Mr Whur, on behalf of the Premises Licence Holder who referred to the Section 182 Guidance of the Licensing Act 2003 and asked that no action be taken by the Sub-Committee in what was essentially a neighbour dispute which was being fought out in licensing terms

Mr Whur referred to the lack of complaints about the premises, with the exception of Mr Sutherland and his tenant, Mrs Howe and pointed out that all of the responsible authorities were satisfied with how the premises were operating as were the local Councillors. Furthermore, nothing had been raised in respect of licensing objectives relating to the prevention of crime and disorder; public safety and the prevention of public nuisance

Whilst not disputing the incidents shown on the CCTV footage, Mr Whur referred to paragraphs 2.4, 2.38 and 2.39 of the guidance which related to the limited actions a Premises Licence Holder could take once patrons had left the premises and that beyond the vicinity of the premises behaviour and actions were the personal responsibility of those involved and that they were accountable for these actions in their own right

Mr Whur also stated that if Mr Sutherland had contacted Mr Moore to discuss the situation, staff could have worked with him to address these issues and that this offer was still open to Mr Sutherland

The Licensing Sub-Committee carefully considered the written, verbal and visual representations submitted from the applicant and the Premises Licence Holder's representative

The Licensing Sub-Committee noted that the objection was based on three grounds; the prevention of crime and disorder; public safety and the prevention of

public nuisance. The Licensing Sub-Committee also noted that none of the responsible authorities had raised any issue with the licensing objectives

Members noted that the applicant had not reported any of the incidents to West Yorkshire Police and that West Yorkshire Police were supportive of the Premises Licence Holder and were of the view that Bojangles was one of the better run premises in the area

The Licensing Sub-Committee was of the view that the issue of the alleyway was one of neighbour dispute and that it could best be resolved by discussions between the parties

RESOLVED - That no actions were necessary and that the circumstances of the review did not require the Premises Licence Holder to take any steps to promote the licensing objectives

Licensing Sub-Committee

Monday, 21st May, 2012

PRESENT: Councillor C Townsley in the Chair

Councillors P Latty and B Selby

283 Election of the Chair

Councillor Townsley was elected to Chair the meeting

284 Late Items

Although there were no formal late items, the Sub-Committee was in receipt of the following additional information for consideration at the meeting, with the agreement of all parties:

Friends of Ham – three letters of support (minute 17 refers)

Fresh Munch – proforma risk assessment (minute 18 refers)

285 Declarations of Interest

No declarations were made

286 " Friends of Ham" - Application for the grant of a premises licence for Friends Of Ham 4 New Station Street, Leeds, LS1 5DL

The Sub-Committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for a premises licence for Friends of Ham 4 New Station Street LS1, which was situated in an area covered by the Cumulative Impact Policy

Representations had been received from West Yorkshire Police and from LCC Environment Protection Team

Present at the hearing were:

Mr Whur – solicitor for the applicant

Mr & Mrs Kitching – owners

PC Arkle – West Yorkshire Police

Mr Kenny – LCC Environment Protection Team

Three additional letters of support were tabled with the agreement of all parties. Larger scale maps showing the location of the premises and the area covered by the CIP were also tabled for Members' consideration

The Sub-Committee heard from Mr Whur on behalf of Mr & Mrs Kitching who were seeking a premises licence for a Charcuterie-style bar offering meat and cheese selections with beers, ales and wines with a takeaway delicatessen and off licence capability in premises which had previously been licensed for a restaurant-led operation. Mr Whur stated that the applicant was seeking the same hours but with the addition of late night refreshment

Mr Whur stated that he did not consider that the CIP applied in this case as the premises would be self-regulating through the offer which would be premium

priced drinks, locally sourced quality food and no spirits would be provided so future-proofing the licence in the event of another operator taking over the premises. The location of the premises had been carefully selected as it was on a main arterial route from the railway station to the upcoming Trinity development. Mr Whur also pointed out that the premises were not located in a police 'hotspot' for crime and disorder, furthermore late night opening had not been requested

A range of conditions had been agreed to with Mr Whur offering a condition specifying a maximum of 60 seats in the premises if that was required. Only background music was being requested with a noise consultant having been commissioned by the applicants to carry out a survey which had been included in the information before the Sub-Committee

Mr Whur reiterated that the premises would not be alcohol-led and referred to paragraphs 7.3 and 7.8 of the Authority's Statement of Licensing Policy in support of the application

The Panel was informed that the premises would employ 3-4 people initially and that in respect of security measures, a stringent CCTV condition had been offered; that door staff would be provided if required and that the premises would not open on match days when Leeds United were playing at Elland Road

Concerns were raised about the prices for some drinks as set out in the submitted information and that these prices were not necessarily so high as to deter some people from using the premises. It was reported that some prices shown had been printed incorrectly and these would be higher than indicated

In terms of the request for late night refreshment, this would be to enable people to finish their meal and allow for gradual dispersal

The Panel then heard from PC Arkle of West Yorkshire Police who stated that she did not agree with Mr Whur's statement about the CIP and was satisfied that this premises would trigger the CIP

The current licence for the premises was for a more food-led operation and although the Police had discussed this with the applicants prior to the hearing, PC Arkle stated that the applicants' view was that they wished to pursue their licence application as they felt the current licence would stifle their business and not offer the flexibility they required. The Police had concerns about this particularly as it would not stop the premises from evolving into a more alcohol-led operation if the venture was transferred to someone less crime prevention aware

A possible additional condition to satisfy the police would be the provision of waitress service to prevent people going to the bar. Concerns were also raised at the high alcohol level of some of the drinks to be offered

The Sub-Committee then heard from Mr Kenny, LCC Environment Protection Team who stated that he had concerns in relation to the CIP and the premises themselves. Mr Kenny advised that a planning application for change of use from restaurant to bar had been submitted with Mr Whur stating that planning permission had been granted

Mr Kenny was of the view that as a bar there would be greater implications with people congregating and smoking outside the premises. He made reference to the flats sited on the first floor of the premises with concerns about noise nuisance, particularly from music within the premises and stated that a condition ensuring no noise penetration through the fabric of the building had not been offered

In summing up Mr Whur stated that granting the licence would enable a quality venue to be opened in the city; that steps had been taken to future-proof the

licence and that if it was found that problems were occurring, there was a process in place for the licence to be reviewed

As requested by Members, a copy of the planning permission for the change of use of the premises was provided for the Sub-Committee's consideration

The Sub-Committee carefully considered both the written and verbal representations from the applicant's legal representative, West Yorkshire Police and LCC Environmental Protection Team

RESOLVED - The Sub-Committee concluded, as a finding of fact, that the application did trigger the CIP but would not add to the cumulative impact of such premises in the area and resolved to grant the licence as set out in the application, subject to replacing in condition No 11, the word 'seats' with 'covers'

287 "Fresh Munch" - Application for the grant of a premises licence for Fresh Munch 43 Wade Lane, Leeds, LS2 8NJ

The Sub-Committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application made under Section 17 of the Licensing Act 2003 for a premises licence in respect of Fresh Munch 43 Wade Lane LS2, which was situated in an area within the Cumulative Impact Area (CIP) 1

Representations had been received from West Yorkshire Police and LCC Environmental Protection Team

Larger scale plans of the location of the premises and the CIP were tabled, for Members' consideration

Present at the hearing were:

Mr Hussain and Mr Sharif of M2 Design, Planning Consultants who were representing the applicant

PC Arkle – West Yorkshire Police

Mr Kenny – LCC Environment Protection Team

The Sub-Committee heard from Mr Hussain and Mr Sharif who explained that the application was for late night refreshment and was an attempt to keep the business open in view of extended hours having been granted to other nearby premises. As there was little passing trade during the day, it had been necessary to let staff go at the premises although it was hoped that additional late night opening would allow some of the staff to be re-employed at the premises

It was stated that the manager of the business had experience of operating late night hours and that security issues had been taken into account with the provision of CCTV and the use of a radio link with other premises in the area

The Sub-Committee then heard from PC Arkle of West Yorkshire Police who stated that the Police had objected to the application as it was in an area covered by the CIP and that late night refreshment houses were often a flash point for crime and disorder after people had left pubs and clubs. Whilst some measures had been offered which went beyond those found in smaller operations, the premises were situated close to a violent crime hot spot and in an area which was likely to see greater footfall due to the opening of the Arena in 2013

If minded to grant the licence, the Police would welcome that any door staff, and ideally there should be two, would be recruited from a reputable door staff recruitment company

The Panel then heard from Mr Kenny of LCC Environment Protection Team who had objected on the grounds that the premises were located in the CIP and stated that longer opening hours could lead to noise and disturbance particularly for those residents of the nearby Merrion Hotel; the sheltered housing and flats on Wade Lane

In summing up, Mr Hussain advised that the hotel bedrooms were not located immediately above the premises and that signs advising patrons to leave the premises quietly could be placed inside the shop

The Sub-Committee having carefully considered both the written and verbal representations from the applicant, his representatives, West Yorkshire Police and LCC Environment Protection Team concluded that whilst the premises were located in the CIP it was acknowledged that this area was changing, particularly with the forthcoming Leeds Arena

The Licensing Sub-Committee welcomed the proposed conditions as set out in the proforma submitted by the applicant. Members agreed to deviate from the CIP and grant the licence but to restrict the opening hours, which along with the conditions was felt would address any problems in the CIP

RESOLVED - That the application be granted subject to the conditions proposed and the following opening hours:

Sunday – Thursday 11pm – 2am

Friday – Saturday 11pm – 4am

With no non-standard timings being allowed

Licensing Sub-Committee

Tuesday, 22nd May, 2012

PRESENT: Councillor B Selby in the Chair

Councillors G Wilkinson

288 Election of the Chair

RESOLVED – That Councillor Selby be elected as Chair for the Hearing.

289 Declarations of Interest

There were no declarations of interest.

290 Preliminary Matters

Prior to the commencement of the Review Hearing, the West Yorkshire Police representative informed the Panel of the likely time needed to present the case. This would involve the showing of CCTV footage and calling of witnesses. The Sub-Committee discussed the possible length of the hearing and Councillor G Hyde informed the meeting that he would be unable to remain in attendance throughout the afternoon. All parties agreed that the Hearing could go ahead with two Members.

291 "D'Fusion" - Application for the Review of premises licence for D'Fusion Leisure Ltd, 26 - 30 New Briggate, Leeds LS1 6NU

The Sub-Committee considered an application made by West Yorkshire Police, under Section 51 of the Licensing Act 2003 for the Review of a Premises Licence in respect of D'Fusion, 26-30 New Briggate, Leeds.

The following were in attendance:

- Mr J White – John White Licensed Trade Consultants
- Mr C Cheung – Licence Holder, D'Fusion
- Mr K L Cheung – D'Fusion
- Mr K Y Cheung – D'Fusion
- Mr D Fullerton – Professional Security
- Mr P Brampton – Professional Security
- Sgt R Fullilove – West Yorkshire Police
- Insp R Clarke – West Yorkshire Police
- PC C Arkle – West Yorkshire Police
- Mr J Grinion – Pro Tech Security
- Mr R Dyson – Pro Tech Security
- Ms C Sanderson – Observing
- Ms C Brennand – Observing

The Legal Adviser informed the Hearing of the procedures to be followed and the Licensing Officer presented the report.

West Yorkshire Police were invited to present their case.

Sergeant Fullilove presented the case and the following issues were highlighted:

- Concerns regarding the fact that the venue operated over three floors and concern regarding the staffing in relation to quantity, quality and disposition of door staff.
- Concerns regarding the use of drugs at the venue, in particular relating to 'Obsession' evenings.
- Other events at the venue considered to be risky and that attracted criminal fraternities.
- Events held at the venue without details being submitted to West Yorkshire Police beforehand and therefore being unable to check security arrangements.
- Issues relating to under aged drinkers in the venue. Five under eighteen year olds were found to be on the premises during the Police raid on 3 March 2012.
- Concern regarding the relationship between West Yorkshire Police and the Operator. It was felt that full co-operation had not been given by the operator leading to a lack of trust and it was felt that this could put public safety at risk. There had been several incidences of Police advice not being followed.
- The use of non SIA registered door staff and spurious door staff. Other members of staff were dressed similar and acting in the role of door staff.
- Bookings at the venue on the same evening from separate groups that are likely to lead to conflict.
- West Yorkshire Police had engaged with the operator in an attempt to control risk but had rarely received risk assessments prior to events. Information on events had previously become known to the Police via social networking websites.
- Reference was made to fights that had occurred in and around the premises.
- Reference was made to events that had been arranged and subsequently cancelled on Police advice.
- Concern regarding the suitability of an Events Promoter who used the venue. The concerned person was highlighted on DVD footage involved in a fight that took place over the road from the venue.
- Following the Police raid on 3 March 2012 a significant amount of controlled substances were found on the premises on the first floor during an 'Obsession' event.
- Repeated advice and warnings to the operator regarding the use of some staff and promoters who were considered to be unsuitable.
- Contrary to information in the defence papers, West Yorkshire Police did not recommend any security companies to operators.
- Mr J Grinion was invited to give evidence to the Sub-Committee. Mr Grinion's company previously supplied door staff to D'Fusion. In response to questions he gave the following information:
 - Negotiations were usually held with Mr C Cheung.
 - Last minute calls for staff were often received.
 - Difficulties getting the operator to understand the risk element when ascertaining the number of door staff required for events.

- The charity event held at the venue appeared to be a normal 'Obsession' event. Three members of door staff had been requested but this was re-negotiated to ten.
- It was felt that the approach taken by the operator could lead to the risk of staff, customers and the venue.
- Pro Tech had never been unable to supply door staff to D'Fusion.
- Pro Tech had existed as a limited company since 1987.
- Inspector Richard Clarke was invited to give evidence to the Sub-Committee. In response to questions, he gave the following information.
- D'Fusion was situated in an area that was busy from midnight to 5.00 a.m. There were also several food establishments in the area.
- Problems occurred with highly intoxicated groups from the Chapeltown area.
- There were regular reports from Police staff regarding D'Fusion. This could be problematic when resources were tied up in one area of the City and staff sometimes had to be called in from elsewhere. It was felt that there was a lack of co-operation from the operator.
- With reference to the raid of 3 March 2012, which Inspector Clarke oversaw, he reported that there was no disorder within the premises. The main quantity of drugs discovered were found on the first floor mainly in and around the DJ stand. Police dogs indicated most people in the venue on the first floor had traces of drugs.

The hearing adjourned at 12.25 p.m. and recommenced at 1.05 p.m.

Mr J White presented the case on behalf of D'Fusion. The following issues were highlighted:

- It was felt unfair to label the events held at the venue as drug related. Other kinds of music events also attracted drug users.
- The owners had co-operated with the authorities concerns regarding the employment of extra door staff and examples of this were detailed in the report.
- There was no intention to pass other staff off as door staff and new uniforms had been introduced to clearly distinguish between staff. Examples of uniform were shown to the sub-committee.
- A member of staff who the Police had raised concerns about had left employment at the premises.
- Further to the DVD that was shown, there was no proof that the fighting had emanated from the premises and had actually taken place over the road.
- With regard to the promoter of the 'Obsession' events, and Police concerns, there had not been any criminal proceedings brought against the promoter.
- It was felt that the amount of drugs seized at the premises was not a significant amount and indicated that it was amounts that had been brought in for personal use. It was also disputed how much was seized.
- Further training would be held with door staff regarding searching customers for drugs.

- Mr White invited Mr Fullerton to address the hearing and he explained the policy at the club with regards to searching customers before entering the premises.
- That issues surrounded the premises had been sensationalised without substance by the Police with comments in the press.
- Mr White made reference to the chronology of events detailed in the report and doubted the validity of some of the comments and how they could be the responsibility of the premises.
- The owner of the premises regularly met with Police to address issues and concerns.
- Evidence given by Mr Grinion was disputed. In response to this, Mr Grinion reiterated that his company had withdrawn their services from the premises and informed West Yorkshire Police at the time.
- It was felt that the licence could have been amended by variation rather than having a review called.
- The internal operations of the premises were explained with two of the three floors primarily used as a restaurant and for karaoke.
- The owner had followed Police recommendations in the operation and had demonstrated a willingness to work with the Police and other authorities.
- The current company that supplied door staff at the premises was recommended by West Yorkshire Police.
- Mr White asked questions of Mr P Brampton of Professional Security who was involved with the door staff at the premises. He reported that there had not been any further trouble linked with the premises since 3 March 2012 and informed of improved arrangements for supervision at the premises.
- It was felt that the number of empty drug packets found behind speakers on the evening of the raid could have accumulated over a period of time and not just that evening.
- The incident with the fighting that took place over the road could not have been prevented by door staff at D'Fusion as it was off the premises.
- Staff were fully trained regarding licensing objectives.
- The owner would be happy to accept any conditions to the licence that would enable continued operations at the premises.
- Monitoring of the premises by door staff for signs of drug use and drug dealing.

Both parties were invited to summarise their presentations and the sub-committee went into private session to reach a decision.

RESOLVED – That the licence at D'Fusion Leisure Ltd, 26 - 30 New Briggate, Leeds LS1 6NU be revoked.

Licensing Sub-Committee

Monday, 28th May, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors A Khan and C Townsley

1 Election of the Chair

RESOLVED – That Councillor Wilkinson be elected Chair for the meeting

2 Declarations of Interest

No formal declarations of interest were made, although it was noted that Councillor Khan stated that he had previously been a member of the Co-operative Society (minute 3 refers)

3 "Co-op" (Spen Lane) - Application for the variation of a premises licence for Co-op, 433 Spen Lane, West Park, Leeds LS16 6JE

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application to vary the premises licence currently held at the Co-op premises, 433 Spen Lane, West Park, Leeds LS16. The Sub Committee was aware that this application had been adjourned from a hearing on 16th April 2012 to provide time for the parties to negotiate.

Representations had been received from LCC Environment Protection Team setting out proposed measures to promote the prevention of public nuisance licensing objective. These had been agreed prior to the hearing. Furthermore, the Sub Committee was made aware of a request to amend the hours requested for the sale of alcohol (off-sales) to 07:00 hours until 23:00 hours (rather than 06:00 hours start time as applied for). One representation had also been received from a local resident on behalf of his neighbours. The local resident did not attend the hearing and the Sub Committee resolved to proceed in his absence and take his written submission into consideration.

Present at the hearing were:

Mr R Arnott – solicitor for the applicant Mrs G Marshall - observing
Mr P Whitehead – Deputy Manager, Councillor N Buckley - observing
Co-op

The Sub-Committee heard from Mr Arnott on behalf of the applicant who responded to the main themes of the objectors submission relating to noise and nuisance; necessity; the activities of people dependant on alcohol and hours of delivery. He referred to the amendments made to the requested hours for the sale of alcohol and for alcohol delivery, and was hopeful that these would address the objectors' concerns. Mr Arnott also reported that the applicant had contacted the objector but had received no response.

The Sub-Committee carefully considered both the written and verbal representations from the applicant's legal representative and the written submission made by the objector. Members also had regard to the amendment made to the application and the agreements reached between the applicant and LCC EPT

The Sub Committee felt that the extra hour requested for the sale of alcohol, between 07:00 and 08:00 hours would not add the incidents of anti social behaviour experienced in the area, as described by the objector. Members felt the main objection was to the deliveries which currently commenced at 05:30 hours. Members felt that this could be addressed through the condition agreed with LCC EPT which restricted alcohol deliveries to 07:00 until 20:00 hours. The Sub Committee therefore

RESOLVED – To grant the application, as amended. The measures proposed by LCC EPT and agreed with the applicant shall now be added to the Premises Licence as conditions

4 "Co-op (various) " - Applications for the variation of various premises licence for Co-op stores

Several applications had been included within the agenda for the meeting, however had been withdrawn from the agenda prior to the meeting as the applicants and all interested parties had reached agreements on measures suggested in order to promote the licensing objectives of the city. The Premise Licences will therefore be issued by the Licensing Officer in accordance with the agreed conditions for the following stores:

- a) Co-op, 425 Otley Road, Leeds LS16 6AL
- b) Co-op, 206 Butcher Hill, West Park, Leeds LS16 5BG
- c) Co-op, 60 High Street, Kippax, Leeds LS25 7AJ
- d) Co-op Village Store, 44A-44B Selby Road, Osmondthorpe, Leeds LS9 0HJ
- e) Co-op Woodlesford Village Store, 103-107 Aberford road, Oulton, Leeds LS26 8LQ
- f) Co-op Late Shop, Ground Floor, Oakwood Lane, Roundhay, Leeds LS8 3LE
- g) Co-op Village Store, 52 Street Lane, Roundhay, Leeds SL8 2ET
- h) Co-op Village Store, 49 Town Street, Beeston Leeds LS11 8PN

Licensing Sub-Committee

Wednesday, 6th June, 2012

PRESENT: Councillor R Downes in the Chair

Councillors K Bruce, R Downes and P Latty

5 Election of the Chair

RESOLVED – Councillor Downes was elected Chair for the meeting.

6 Appeals Against Refusal of Inspection of Documents

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

7 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

8 Late Items

No formal late items of business were added to the agenda for the meeting, however in respect of agenda item 6 (Minute No. 11 refers), the Sub Committee received supplementary documents submitted by the applicant in support of the application which included photographs and plans of the venue.

9 Declarations of Interest

There were no declarations of interest made.

10 Apologies For Absence

Apologies for absence were received from Cllr Armitage. Cllr P Latty was in attendance as substitute for Cllr Armitage, due to her not being informed until the morning of the meeting the meeting was delayed until 11:15am for her arrival.

11 "CHAO PHRAYA" - APPLICATION FOR A PREMISE LICENCE TO BE HELD BY CHAO PHRAYA, BLAYDS COURT, 20 SWINEGATE, LEEDS, LS1 4AG

The Sub – Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of premises licence for Chao Phraya, Blayds Court, 20 Swinegate, Leeds, LS1 4AG.

A representation had been received from West Yorkshire Police.

The following were present at the hearing:

Mr Ian Lee – the applicant
Mr James Staton – Solicitor for the applicant

Sergeant Fullilove – West Yorkshire Police (WYP)
Cath Sanderson – WYP - observer

The Sub Committee heard representations from Mr Staton. Who outlined the application including the number of covers on all floors of the premises and described the nature of the business and its background. Mr Staton stressed that the business is food led and not alcohol led and that the restaurant was a high quality establishment which will be further renovated.

Mr Staton addressed Police concerns with regards to the provision of CCTV and the prompt availability of recordings made, informing the Sub Committee that a new CCTV system is due to be installed as apart of the proposed renovations and that the applicant was happy to work with the Police.

Mr Staton also went on to highlight that although the premises fell within the Cumulative Impact area they would have a minimal impact upon it due to being located in a quieter part of the City Centre and the restaurant being a food led venue of high quality. It was also highlighted that there had been no incidents for several years.

Sergeant Fullilove then addressed the Sub Committee and outlined his concerns with regards to the application. He informed the Sub Committee that the premises were within the Cumulative Impact area but that there had been only one reported crime within the last three years . The restaurant borders an area patrolled by the British Transport Police and Seargent Fullilove did not have access to the British Transport Police records. However there had been no contact from the British Transport Police and it was suggested that they would have contacted Sergeant Fullilove if they had concerns about crime in the area.

Sergeant Fullilove went on to submit that although the premises were currently occupied by a 'premium' restaurant, that this might not always be the case and the restaurant could move on or be sold to a different company. Therefore any application needed to be carefully considered to guard against future crime and disorder.

Finally Sergeant Fulliove highlighted that the conditions relating to CCTV provision at the premises needed to be amended in order to help contribute to the need for speedy justice.

The applicant's solicitor Mr Staton went on to sum up. He re-iterated that the CCTV system will be upgraded and that the applicant was willing to accept the suggestions made by the police in relation to the availability of CCTV footage. The Sub Committee were informed that there was no intention to change the style of the premises and the ethos of the business will remain the same. Mr Staton further expressed the willingness of the business to work with the Authorities.

At this point Members asked questions of the applicant in relation to the dining facilities of the restaurant both inside and out and the success of the business in its current location.

The Sub Committee then carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – To grant the application as requested subject to the following conditions imposed by the Sub Committee:

- 1 To maintain 125 covers at all times on the first floor of the premises.
- 2 To maintain 130 covers at all times on the ground floor of the premises plus an additional 40 bar covers to be maintained at all times.

They also imposed the conditions as agreed between the parties in relation to CCTV as those suggested in the pro forma V6.

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Licensing Sub-Committee

Monday, 11th June, 2012

PRESENT: Councillor J Dunn in the Chair
Councillors Buckley and B Selby

12 Election of the Chair

Councillor Dunn was elected Chair of the meeting

13 Late Items

Although there were no formal late items, the Sub-Committee was in receipt of the following additional information for consideration at the meeting:

Mamsy's – 225 Hyde Park Road LS6 – copies of representations received and written responses from the applicant and photographs showing the inside of the premises (minute 16 refers)

Red's Slow 'n' Low True Barbecue – Unit 1 Cloth Hall Street LS1 – copies of the proposed menu for the premises; photographs showing the proposed layout of the premises and information on the policies to be implemented in respect of the premises licence, if granted (minute 17 refers)

14 Declarations of Interest

There were no declarations of interest

15 Co-operative - Application for the grant of a premises licence for Co-operative Food Unit, 1-4, Langbar Retail Centre, Swarcliffe Avenue, Seacroft, Leeds, LS14 5EY

The Sub-Committee was informed that this application had been withdrawn from the agenda

16 Mamsy's - Application for the grant of a premises licence for Mamsy's, 225 Hyde Park Road, Woodhouse, Leeds, LS6 1AH

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application made under Section 17 of the Licensing Act 2003 for a premises licence for Mamsy's, 225 Hyde Park Road, Woodhouse LS6. The application was for recorded music and sale of alcohol

The Sub-Committee was informed that an agreement had been reached in respect of the representation from the Environmental Protection Team, which had been withdrawn

Present at the hearing were:
Mr Ahmad – the applicant

In presenting the application, the Licensing Officer stated that the premises were not in the Headingley and Woodhouse CIP, as set out in the submitted report

The Sub-Committee heard from Mr Ahmad who explained that the premises were a small café, which could accommodate a maximum of 25 people and currently operated on a 'bring your own bottle' policy, with no problems or complaints having been received relating to consumption of alcohol. No off-sales of alcohol would be allowed

Whilst objections had been received from local residents to the application, Mr Ahmad explained that he had sought to engage with the objectors to explain that he was not seeking to open the premises late or for it to become a bar. He informed Members that he had received feedback from some of the objectors who seemed satisfied once the situation had been clarified. The Panel noted that representations in support of the application had also been made

Due to size of the premises and the nature of the food which was served there - this being Thai cuisine, which was prepared and cooked quickly - the average length of time a customer would spend in the premises would be about 40 minutes, so people would not be lingering or loitering around the premises; there was also insufficient space around the outside of the premises which would also prevent people gathering

Currently, background music was played within the restaurant and no complaints about noise nuisance had been received. In respect of noise nuisance from the extractor fan, this issue had been resolved to the satisfaction of the Environmental Protection Team

The Sub-Committee carefully considered the written representations which had been received, noted that agreement had been reached in respect of the representation from the Environmental Protection Team; noted the attempts the applicant had made to engage with local residents and noted that none of the objectors had attended the meeting

RESOLVED - That the application be granted subject to the conditions set out in the pro forma submitted with the application

17 Red's Low 'n Slow True Barbecue Unit 1 - Application for the grant of a premises licence for Red's Low 'n Slow True Barbecue Unit 1, Cloth Hall Street, Cloth Hall, Leeds, LS1 2HD

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application made under Section 17 of the Licensing Act 2003 for a premises licence for Red's Low 'n' Slow True Barbecue Unit 1 Cloth Hall Street LS1, which was situated in the Cumulative Impact Area 1

Representations had been received from West Yorkshire Police and LCC Environmental Protection Team

Present at the hearing were:

Mr White Licence Holders Agent

Mr Munro and Mr Douglas – Directors of Red's Smoque Ltd – the applicants

PC Arkle – West Yorkshire Police

Mr Kenny – LCC Environmental Protection Team (EPT)

Larger scale plans showing the location of the premises were tabled by the Licensing Officer. With the agreement of all parties, the applicants submitted a further copy of information previously circulated, which included the full menu to be provided and coloured images of the proposed layout of the premises

The Sub-Committee heard from Mr White who explained that this would be a new venture for Leeds and that the objection raised by LCC EPT in respect of noise nuisance would be addressed as the applicants had engaged a specialist in this field to ensure appropriate noise attenuation measures were provided. To assist customers leaving the premises, a local private hire firm had been engaged

Mr Munro and Mr Douglas informed Members that the proposal was for a food-led, American barbecue restaurant which would be family focussed and provide a new offer to diners in Leeds

The premises which were located close to a food destination – The Corn Exchange – would have 107 covers and would offer a range of dishes cooked in an innovative way, together with drinks designed to complement the dishes on offer. The bar would not provide any seating and was intended as a bar to service the restaurant

Wherever possible, ingredients would be sourced locally and it was the intention to offer job opportunities to local, unemployed people

In terms of live music to be provided on the premises, this would be in keeping with the theme of the premises, e.g. bluegrass/ acoustic duo

The Sub-Committee heard from PC Arkle on behalf of West Yorkshire Police who stated that whilst being impressed with the details of the proposals and the concept, she had several concerns

The location of the premises was a key concern as this was sited in one of the five top violent crime hotspots in the city, to the extent that Street Marshalls were necessary to augment the Police and PCSOs at weekends

Whilst the applicants had indicated the emphasis of the premises would be on food, no conditions had been offered to tie this to a restaurant-led operation, with West Yorkshire Police having concerns that in the event the business did not take off as planned, or another operator took over the premises, there was nothing to prevent it from becoming an alcohol-led venue

Concerns were also raised about the hours being sought, with the view that 1am closing at weekends and 2am closing on Bank Holidays would mean that customers leaving the premises would be faced with the large numbers of people leaving the many bars and other licensed premises in this area. Such is the concern about public safety in this area late at night, that discussions were being undertaken between the Police and Highways Officers with a view to seeking to close Call Lane at certain periods to help manage the situation

In response to a question from the Sub-Committee, the layout of the premises was clarified with Members being informed that although all the seating could be fixed, the proposals were to have 83 seats fixed and 38 loose

Further details of the Street Marshall scheme were provided, with PC Arkle explaining that this was in operation at week-ends and Bank Holidays between 23.00 – 3.00am and that whilst some of the larger operators in the area employed additional doorstaff outside their premises between these hours, smaller operators tended to share this responsibility and financial cost between them

The Sub-Committee then heard from Mr Kenny of LCC EPT who echoed the concerns presented by West Yorkshire Police in respect of the CIP; that an

additional outlet in this location would add to the number of people in the area and that as late night opening was being sought, there were concerns about noise and disturbance, particularly to residents of the flats located above the premises. If minded to grant the licence, Mr Kenny asked that the wording of any conditions should be the same as set out in the pro forma which was attached to the application

In summing up, Mr White, Mr Munro and Mr Douglas provided further information on the noise mitigation measures to be put in place and indicated their willingness to work with the Police to ensure the premises did not add to the CIP

The Sub-Committee carefully considered both the written and verbal representation from the applicant, West Yorkshire Police and LCC Environmental Protection Team

Whilst accepting the premises were located in a CIP, Members agreed to grant the licence for the hours sought and with the conditions proposed by the Responsible Authorities and the applicants, with these to be incorporated into the operation schedule using the wording of the Pro forma document Version 6. The following additional conditions were imposed:

- a minimum of 100 covers to be maintained at all times when the premises is open to the public
- a last entry policy, this being Sunday – Wednesday 23.00 and Thursday – Saturday – 00.00
- conditions in respect of Communication – as set out in pro forma codes 6PF029 – 6PF033 (inclusive)
- that no alcohol be served other than as an accompaniment to a substantial meal

RESOLVED - That the application be granted subject to the conditions set out above

Licensing Sub-Committee

Monday, 18th June, 2012

PRESENT: Councillor Gettings in the Chair

Councillors G Hussain and P Latty

18 Election of the Chair

RESOLVED – Councillor Gettings was elected Chair for the duration of this meeting.

19 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated exempt as follows:

Appendix D referred to in Minute No. 22 under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearings Regulations 2005) and under the provisions of Access to Information Procedure Rule 10.4(2).

20 Late Items

No formal late items of business were added to the agenda for the meeting, however additional information had been submitted on behalf of the Premises Licence Holder in relation to agenda item 6 (Minute No. 22 refers).

21 Declarations of Interest

There were no declarations of interest.

22 "BestOne" - Review of a premises licence for BestOne/Seacroft Village Green, 1063 York Road, Leeds LS14 6JB

The Sub-Committee considered an application for the review of a Premises Licence under Section 51 of the Licensing Act 2003, submitted by West Yorkshire Police in respect of BestOne/Seacroft Village Green, 1063 York Road, Leeds, LS14 6JB.

Appendix D to the report was designated exempt under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearings Regulations 2005) and under the provisions of Access to Information Procedure Rule 10.4(2).

The hearing was attended by the following:

- Inspector Emmett, West Yorkshire Police
- PC Dobson, West Yorkshire Police
- Mr Patterson, West Yorkshire Police
- Mr and Mrs Sandhu, Premises Licence Holder / Store Manager
- Mr Coen, Premises Licence Holder representative
- Mr Cox, Local resident in support of the Premises Licence Holder
- Mr Mitchell, Local resident in support of the Premises Licence Holder
- Mr Parker, Local resident in support of the Premises Licence Holder.

PC Dobson addressed the Sub-Committee and made the following points:

- There had been three failed test purchases at the premises and a review had been brought in part for that reason and in part for the impact that the shop had on the local area. There were failed test purchases in February and July 2011 and throughout the summer of 2011 there had been a problem solving initiative in the area which had produced information that the premises were impacting adversely upon local residents.
- There was alcohol fuelled anti-social behaviour including that caused by street drinkers with convictions. These were young and older people well known in the area. After the second failed test purchase, PC Dobson visited the premises but felt that the response had been disinterested and negative. The premises had not taken matters sufficiently seriously.
- The problem solving initiative had ended in autumn of 2011 but some residents were still unhappy with problems in the area though they would not give statements to the Police. On 17 March 2012 there had been a further test purchase at the shop where alcohol had been sold to a 14 year old girl.

Inspector Emmett addressed the Sub-Committee and made the following points:

- The main reason for the Review was the protection of children. Other premises had failed test purchases but had put matters right. No other premises in the area had failed more than once. These were the only premises in the area with a failed test purchase that had not had an Action Planning Meeting and did not want to meet or engage with the Police.

In summary, PC Dobson made the following points:

- PC Dobson took the Licensing Sub-Committee through the Refusals Register and Training Records for the premises and highlighted perceived inadequacies.
- The Police view was that revocation was required. Although the Committee could remove the DPS, he would still be the Premises Licence Holder and could not be removed from that post. The Police were not asking for the premises to be shut per se but simply for the licence for alcohol sales to be revoked as they did not believe that he could manage that part of the business and that the evidence showed that he had not done so in the past.
- In relation to conditions, PC Dobson made it clear that should the Licensing Sub-Committee be minded to impose conditions, those proposed by the Licence Holder did not go far enough. Regard needed to be had to the Proforma Risk Assessment Version 6 for the appropriate wording of certain conditions. PC Dobson also asked that consideration be given to a condition requiring the Premises License Holder to be on site at all times and present on the shop floor rather than simply on the premises.

In response to questions, the following points were made:

- PC Dobson clarified that all three test purchase failures had been by different sellers two of whom were still employed at the premises. The Police were not

presenting this as a case of persistent under age sales as defined in the legislation but three test purchases was too many.

- Mr Coen wished to challenge the Police evidence. After discussion it was agreed that he could make submissions and call evidence from the Licence Holder to challenge the Police version of events rather than by asking questions of the Police.

Mr Coen, on behalf of the Premises Licence Holder, addressed the Sub-Committee and made the following points:

- This was a small shop run by the premises licence holder and his wife since 2008 which was their sole source of income. The shop opened from 8.00 am to 8.30 pm and the sales figures were roughly 30% alcohol and 70% foods, newspapers and lottery, etc. The shop had CCTV although this was not required with 8 cameras in total.
- He apologised unreservedly on behalf of the Licence Holder for the three test purchases which were a matter of fact though his view was that it was 3 out of 10 (including those in 2009 and those conducted by other organisations) rather than the 3 in 7 contended for by the Police. Each time there had been a failed test purchase, the premises had put measures in place and reinforced the procedures to staff. Neither the Licence Holder nor his wife had made the sales personally. The Training Record and Refusals Log were not what one would expect from a major retail operation but were a decent effort for the size of this particular business.
- He noted that representations had been submitted independently by residents in support of the Licence Holder. They had not been scripted by the premises and should be given considerable weight. He highlighted that there was no evidence of repeated visits by PCSO's in relation to alcohol fuelled ASB. There was simply one record of a meeting with PC Dobson in August 2011. The Licence Holder had clearly asked whether he should be serving the individuals highlighted by the Police. He had been given advice that he must not sell to someone who was drunk and must observe Licensing Law. That he had done.
- In particular Mr Coen refuted any allegation that the Licence Holder or his wife would carry out reprisals against residents, that being the basis upon which it had been suggested that residents had failed to write in to support the Police.
- In relation to conditions, Mr Coen submitted the conditions proposed on behalf of the Licence Holder were reasonable and proportionate as a response to the situation. The condition requiring a Personal Licence Holder on site at all times was unnecessary, unworkable and disproportionate. It would prevent the Licence Holder ever leaving the shop for example in the case of a family emergency.

Local residents were then invited to address the Sub-Committee and made the following points:

- The shop was vital to the local community, that they had personally witnessed a refusal of sale by the Licence Holder in which the individual had been abusive and aggressive, that there were problems in relation to other stores

selling alcohol in the local area and that the anti-social behaviour occurred outside the times that these premises were open.

In response to questions, the following points were made:

- The Licence Holder confirmed that there would be a significant impact on the shop business should the Alcohol Licence be revoked though it was not possible to put any statistical figures to this.

The Sub Committee then carefully considered all the written and verbal submissions and made the following decision:

RESOLVED – The Licensing Sub-Committee were not persuaded that revocation of the Licence was necessary and proportionate in this particular case. They did not find, on the basis of the evidence presented to them and taking on board the additional evidence of local residents, that there was sufficient causal link between the problems of alcohol fuelled anti-social behaviour in the area and the management of these premises.

However there had been three failed test purchases and that must be considered to be serious. Whatever the number of passed test purchases, one failed test purchase was one too many.

The Licensing Sub-Committee felt that the imposition of conditions was necessary to promote the Licensing Objectives and imposed the following conditions.

- 1 The premises must have an approved CCTV system on the premises. The exact wording of those CCTV conditions to reflect conditions 6PF001, 7, 8, 10, 11,12 and 14 of the Version 6 Proforma Risk Assessment issued by Leeds City Council.
- 2 A proof of age scheme condition should be imposed worded as per condition 34 of the Version 6 Proforma Risk Assessment issued by Leeds City Council.
- 3 A Refusals Register must be kept by the premises using consecutively numbered pages including the full name of the person refusing the sale, date and time of refusal and description of the person refused sale.
- 4 The Refusals Register must be kept for a minimum of 36 months and produced for inspection on request to a member of staff of the Licensing Authority or West Yorkshire Police.
- 5 The Premises Licence Holder must complete a nationally accredited training course on sale of age restricted products within 6 months of the date of this decision. A copy of the Certificate should be provided to the Licensing Authority.
- 6 All staff employed at the premises must be trained by the Premises Licence Holder in the sale of age restricted products, such training to take place within 3 months of the Premises Licence Holder completing the nationally accredited

course.

- 7 All staff must be trained on the sale of age restricted products on the commencement of their employment and every six months thereafter.
- 8 Training Records must be kept for all staff and made available for inspection on request by a member of staff from the Licensing Authority or West Yorkshire Police.
- 9 The Premises Licence Holder must attend three-monthly Review Meetings with West Yorkshire Police for the next 12 months (from the date of this decision).

The Licensing Sub-Committee did not consider it was proportionate in the context of a business this size to require a Personal Licence Holder on site at all times. However, should there be repeat of test purchase failures despite these conditions that would be a very serious matter.

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LICENSING SUB COMMITTEE (SEV'S)

MONDAY, 11TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and G Hussain

1 Election of the Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

2 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 5 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

3 Late Items

No formal late items of business were added to the agenda for the meeting

4 Declarations of interest

There were no declarations of interest

**5 "Liberte" - Application for the grant of a sex establishment licence for :
Liberte, 10 York Place, Leeds LS1 2DS**

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application was made by TRL Promotions Limited, Suite 2, Chapel Allerton House, Harrogate Road, Leeds relating to the premises known as 'Liberté', York Place, Leeds. The basement and first floors are to be covered under the provisions of the licence with proposed hours of operation of 10:00 until 06:30 seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee

resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application attracted a total of 32 objections, including 4 from elected members and 1 from a member of parliament. A further objection was received from Councillor Rebecca Charlwood which was counter signed by a further 19 elected members, 8 members of parliament, 1 member of European parliament, and 4 leaders of religious groups. Four letters in support of the application had also been received.

Members noted that two of the objectors attended the hearing, but did not wish to speak. Members therefore resolved to consider the written objections contained within the documents before them and proceed in the absence of the objectors

Present at the hearing were

<u>For Liberté</u>	<u>Observers (7)</u>	
Mr P Whur – solicitor for the applicant	Mr H Nejad	Mr Skeens
Mr S Einarsson –	Ms S Levine	Mr D Marsh
Ms M Haruta	Sgt R Fullilove	Councillor R Charlwood
	Ms K Sanderson	

The Sub Committee heard from Mr Whur on behalf of the applicant who addressed the following points:

- the licensed history of the premises and the application before the Sub Committee
- the changes to licensing regime for such establishments and the work previously undertaken in Leeds to draw up the Statement of Licensing Policy
- the implications of the Human Rights Act in terms of the determination of the application and the options available to Members
- the management structure of the premises, opening hours, layout including use and monitoring of private booths, security in terms of door staff and CCTV system
- the modest appearance and capacity of the premises
- that the applicant accepted all standard conditions contained within the Statement of Licensing Policy and undertook that no vehicles would be employed in the business model as touting for business did not form part of the business plan for the premises

Mr Whur also addressed the written objections, commenting that many objections related to the principle of such establishments on moral grounds or were specific to other premises located elsewhere in the city. Mr Whur then dealt with concerns raised relating to the impact of this premises on residents and safety of women in the locality and the historical objection from a local resident which he noted related to the previous management of the premises. Mr Whur also noted that no submissions had been made by West Yorkshire Police and he referred the Sub Committee to the work of Professor T Sanders and her report on the lap dancing business in Leeds to provide a balance to the general objections received in regards to this application. In conclusion he

reiterated that Liberté with its modest capacity and discreet appearance in this side street location would not cause offence as the daytime use of the locality finished before the venue opened (at 21:30 hours currently). Additionally the Policies proposed by the management team were sufficient to address issues raised in the Statement of Licensing Policy and would ensure against any detrimental impact the operation of the premises could have.

In discussions with the Sub Committee, Mr Whur and the applicant confirmed the following

- The Designated Premises Supervisor and the manager were on the premises at all times the premises were open with one door staff as befitting the level of business should an incident occur on the street outside.
- No reported problems associated with the operation of this premises as a lap dancing venue previously
- The management team was aware of its responsibilities towards littering from flyers and the relevant permits to distribute leaflets had been obtained
- ID was sought from patrons at the point of entry through the Challenge 25 policy
- Dancers were never left without personal supervision and the management undertook to install panic alarms

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licences to be issued under the terms of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from those proceedings as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the Sub Committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

TUESDAY, 12TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and G Hussain

6 Election of the Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

7 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 10 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

8 Late Items

No formal late items of business were added to the agenda for the meeting

9 Declarations of interest

There were no declarations of interest

10 "Deep Blue" - Application for the grant of a sex establishment licence for: Deep Blue, 36 Wellington Street, Leeds LS1 2DE

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application was made by Ruby May Holdings (1) Limited of Unit 40 Low Friar House, Low Friar Street, Newcastle Upon Tyne, NE1 5UF relating to the premises known as 'Deep Blue', 36, Wellington Street, Leeds LS1 2DE. The basement, ground and first floors are to be covered under the provisions of the licence with proposed hours of operation are 10:00 until 06:30 seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee

resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application attracted a total of 32 objections, including 4 from elected members and 1 from a member of parliament. A further objection was received from Councillor Rebecca Charwood which was counter signed by a further 19 elected members, 8 members of parliament, 1 member of European parliament, and 4 leaders of religious groups. Four letters in support of the application had also been received.

Members noted that only one of the objectors, Councillor Lowe, attended the hearing to make a verbal submission. Members therefore resolved to consider the written objections contained within the documents before them and proceed in the absence of the objectors

Present at the hearing were

For Deep Blue

Mr P Whur – solicitor for the applicant
Mr N Quadrini - applicant
Mr P Gourlay – Designated Premises Supervisor
Mr R Etchells – expert witness
Ms K Thompson – expert witness
Ms M Ligerzia – Applicant's representative

Objectors

Councillor A Lowe

The applicant supplied additional documents in support of the application which included copies of management Policies relating to Dancers Welfare, Dancers Code of Conduct, Customers Code of Conduct, Fining Policy, Pricing Policy and Trade Union Details.

The Sub Committee heard from Mr Whur on behalf of the applicant who outlined the management and licensed history of the premises and, along with submissions from Mr Etchells and Ms Thompson, addressed matters relating to the external appearance, layout and capacity of the premises, advertising, safety and security, staff welfare, including fining and pricing policies, codes of conduct for customers and entertainers and the use of vehicles. Mr Whur also addressed the comments contained in the written objections commenting that many objections related to the principle of such establishments on moral grounds or were specific to other premises located elsewhere in the city. Mr Whur also dealt with objections specifically relating to Deep Blue concerning the location of the venue. Mr Whur noted no submissions had been received from West Yorkshire Police and referred the Sub Committee to the work of Professor T Sanders and her report on the lap dancing business in Leeds to provide a balance to the general objections received in regards to this application.

The Sub Committee then heard from Councillor Lowe who reiterated her concerns regarding the location of the venue at a major civic gateway near the railway station and close to shops, offices and residential units, the impact

of such venues on the City's aim to be child friendly and a safe, fair society and littering caused by flyers distributed by such venues.

Mr Whur concluded the submission for the applicant by reiterating that no objections had been received from local residents.

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licences to be issued under the terms of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from those proceedings as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the Sub Committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

TUESDAY, 12TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair
Councillors B Gettings and G Hussain

11 Election of the Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

12 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 15 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

13 Late Items

No formal late items of business were added to the agenda.

14 Declarations of Interest

There were no declarations of interest.

15 "Purple Door" - Application for the grant of a sex establishment licence for: Purple Door, 5 York Place, Leeds LS1 2DR

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application had been made by Ruby May Holdings (2) Limited of Unit 40 Low Friar House, Low Friar Street, Newcastle Upon Tyne for premises known as 'Purple Door', 5 York Place, Leeds LS1 2DR. The basement and ground floor is to be covered under the provisions of the licence. The proposed hours of operation are 10:00hrs until 06:30hrs Monday to Saturday and 12:00 noon until 06:30 on Sundays for the premises to be used as a sexual entertainment venue.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the

Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application attracted a total of 32 objections, 4 of which are from elected members, and one which has been received from a member of parliament. A further objection was received from Councillor Rebecca Charlwood which was counter signed by a further 19 elected members, 8 members of parliament, 1 member of European parliament, and 4 leaders of religious groups. Members noted that four letters of support had also been submitted. The Sub Committee noted that some of the objectors attended the hearing, but did not wish to speak. Members therefore resolved to consider the written submissions contained within the documents before them and proceed in the absence of the objectors and supporters.

Present at the hearing were

For Deep Blue

Mr P Whur – solicitor for the applicant
Mr Gourlay – Designated Premises
Supervisor
Mr R Etchells – witness

Observers (5)

Mr H Nejad
Mr L Wright
Ms M Connolly
Ms A Crowie
Mr G Snape

The applicant supplied additional documents in support of the application which included copies of management Policies relating to Dancers Welfare, Dancers Code of Conduct, Customers Code of Conduct, Fining Policy, Pricing Policy and Trade Union Details.

The Sub Committee heard from Mr Whur on behalf of the applicant who outlined the licensed history of the premises and, along with submissions from Mr Gourlay who also operated the Deep Blue premises, explained the management style of the premises and the movement between the two premises by the dancers, depending on number of patrons. Mr Whur also addressed matters relating to the external appearance, layout and capacity of the premises, advertising, safety and security, staff welfare, including fining and pricing policies, codes of conduct for customers and entertainers and he confirmed that vehicles would not be used to transport customers around the city. Mr Whur referred to the written objections, commenting that many objections related to the principle of such establishments on moral grounds or were specific to other premises located elsewhere in the city.

Mr Whur concluded the submission for the applicant by reiterating that this venue, with its modest capacity, operating practices and discreet appearance would not cause offence as the daytime use of the locality finished before the venue opened.

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licences to be issued under the terms of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and

Crime Act 2009) had been dealt with. The press and public will be excluded from those proceedings as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the Sub Committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

WEDNESDAY, 13TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and G Hussain

16 Election of the Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

17 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 20 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

18 Late Items

No formal late items of business were added to the agenda

19 Declarations of Interest

There were no declarations of interest

20 "Red Leopard" - Application for the grant of a sex establishment licence for: Red Leopard, 163/167 The Headrow, Leeds LS1 2QS

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application was made by The application was made by Fellmore Limited of Suite 1, 3rd Floor, Jubilee Chambers, 163/167 The Headrow, Leeds for the premises known as 'Red Leopard', 163/167 The Headrow, Leeds LS1. The basement, ground and first floors are to be covered under the provisions of the licence with the proposed hours of operation are 00:00 until 00:00 (24hours) seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee

resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application had attracted a total of 40 objections, including 9 from elected members plus one from a member of parliament. A further objection from a different member of parliament was received marginally outside the 28 day period but as this was believed to be due to a delay caused by the postal system had been included within the documentation. No objectors attended the hearing, although several observers were in attendance, and the Sub Committee resolved to consider their written submissions in their absence and proceed with the hearing.

Present at the hearing were

<u>For Red Leopard</u>	<u>Observers (10)</u>	
Mr J Skeens – solicitor for the applicant	Mr P Whur Mr H Nejad	Mr R Etchells Mr P Gourlay
Mr D Butterworth – Licensing Consultant	Ms E Morris Ms M Cunningham	Mr L Wright Mr S Einarsson
Ms S Levine Mr D Marriner	Mr G Sharpe	Mr N Quadrini

The Sub Committee heard from Mr Skeens on behalf of the applicant who drew Members attention to relevant matters as he saw them including the location and external appearance of the venue, layout and policies submitted by the applicant. Mr Skeens highlighted that 3 letters in support of the application had been submitted but that these had been received out of time. He then addressed the following points:

- the leasehold history of the premises and current management arrangements
- the work previously undertaken in Leeds to draw up the Statement of Licensing Policy
- the development business plan submitted by the applicant, including details of the Employee Welfare Policy and Code of Practice
- advertising methods and security in terms of door staff and CCTV system

Mr Skeens also addressed the comments contained in the written objections and commented that most related to the principle of such establishments on moral grounds or appeared to seek to revisit the Statement of Licensing Policy already adopted by the Authority. Mr Skeens stated that just one objection was specific to Red Leopard with regards to the location of the venue adjacent to a bus stop on a busy street however he noted that bus services ceased using that stop by the time the venue was open in an evening. Mr Skeens also noted no submissions had been received from West Yorkshire Police.

Mr Skeens also highlighted some typographical errors in the wording of some of the standard conditions within the Statement of Licensing Policy and commented on the condition relating to stage shows (Condition 18)

In discussions with the Sub Committee, Mr Skeens and the applicant confirmed the following

- The venue currently employed a vehicle as part of its business plan. The applicant did confirm that the livery could be removed and would further review the need for the vehicle as taxis could be used instead to collect customers.
- A smoking area specifically for the dancers was available
- The usual operating hours were 21:00 until 06:00 hours although the venue would close at 04:00 hours if business was quiet
- The pyramid at the front entrance was a heater, primarily for the benefit of customers and door staff, and was not in use at the moment
- Friday and Saturdays were the busiest times, with up to 100 customers and 50 dancers being employed

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licence to be issued under the terms of the Local Government Miscellaneous Provisions Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from the proceedings where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the sub committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

WEDNESDAY, 13TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and G Hussain

21 Election of Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

22 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 25 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

23 Late Items

No formal late items of business were added to the agenda, however additional information had been supplied after the agenda despatch for the hearing by two objectors in support of their written submissions contained within the report. These had been made available prior to the hearing to all parties.

24 Declaration of Interests

There were no declarations of interest

25 Application for the grant of a sex establishment licence for Wildcats, 153-155 The Headrow, Leeds LS1 5RB

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application is made by Harjen Limited c/o of Henton and Co. LLP, St. Andrews House, St. Andrews Street, Leeds LS3 1LF for the premises known as 'Wildcats', 153/155 The Headrow, Leeds LS1 5RB. The basement, ground and first floors are to be covered under the provisions of the licence with proposed hours of operation are 00:00 until 00:59 (24hours) seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application attracted a total of 34 objections, 4 of which were from elected members plus one received from a member of parliament. A further objection was received from Councillor Rebecca Charlwood which had been counter signed by 19 elected members, 8 members of parliament, 1 member of the European Parliament, and 4 leaders of religious groups. 4 letters of support were also submitted. Not all of the objectors attended the hearing and the Sub Committee resolved to consider their written submissions in their absence and proceed with the hearing.

Present at the hearing were

For Wildcats

Mr P Whur – Solicitor for the applicant

Mr L Wright – Manager

Mr H Nejad – Director

Mr R Etchells – expert witness

Ms M Gholami – Manager

Objectors

Ms S McNeil

Plus, a number of observers

The Sub Committee heard from Mr Whur on behalf of the applicant who addressed the licensed history of the premises and the experience of the management team, noting that another Wildcats venue was established in Harrogate. Mr Whur addressed the following points:

- the capacity and layout of the venue over 3 floors
- the fact that the venue benefited from planning permission for use as a lap dancing club
- the Policies submitted with the application and commented in particular on the security measures deployed including the CCTV system which was monitored by the receptionist, SIA registered door staff and supervision. He noted that the Harrogate venue had installed panic buttons, but that this had not been suggested for Leeds
- a smoking area specifically for use by the dancers was available
- the external appearance of the venue. Mr Whur reported the applicant had undertaken to remove the logo currently employed, if the Sub Committee required this
- Mr Etchells then addressed the information contained within his written submission on behalf of the applicant.

In discussions with the Sub Committee, Mr Whur and the applicant confirmed the following

- The venue was not open during daytime hours
- Promotion staff were encouraged to de-litter any flyers left in the areas they covered – such as around St Johns Centre/Park Row
- Fridays and Saturdays were the busiest times with up to 300 patrons

The Sub Committee then heard from Ms S McNeil who had submitted an objection to the application and attended the hearing on behalf of Justice For Women and several other objectors. Ms McNeil addressed her concerns regarding the dancers' welfare and the impact that licensing this type of venue would have on the objectification of women and on the image of Leeds.

In conclusion, Mr Whur reiterated the good management record of the premises and that the external appearance of the premises would be addressed

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licence to be issued under the terms of the Local Government Miscellaneous Provisions Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from the proceedings where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the sub committee would be made public at the end of the decision making process.

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LICENSING SUB COMMITTEE (SEV'S)

THURSDAY, 14TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and B Selby

26 Election of Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

27 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 30 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

28 Late Items

No formal late items of business were added to the agenda however West Yorkshire Police had submitted additional evidence, in the form of CCTV footage filmed at the premises, in support of their written submission. This was made available at the hearing.

29 Declaration of Interests

There were no declarations of interest

30 Application for a grant of a sex establishment licence for: Black Diamond Club, 68 New Briggate, Leeds LS1 6UN

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application was made by Mr Razwan Ali for the premises known as 'Black Diamond Club', 68 New Briggate, Leeds LS1 6UN. The 2nd floor of the premises is to be covered under the provisions of the licence with the proposed hours of operation being 11:00 until 09:00 hours seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee resolved not to specifically discuss the exempt information to allow the hearing to be held in public. Additionally, the contents of the DVD showing the CCTV footage were also regarded as exempt and members of the public would be excluded from that part of the hearing where the DVD was viewed by the Sub Committee.

The application had attracted a total of 33 objections, including 4 from elected members plus one from a member of parliament. A further objection was received from Councillor R Charlwood which had been countersigned by 19 elected members, 8 members of parliament, 1 member of the European Parliament and 4 leaders of religious groups. West Yorkshire Police had also made a submission. 4 letters of support were also submitted. Not all of the objectors attended the hearing and the Sub Committee resolved to consider their written submissions in their absence and proceed with the hearing.

Present at the hearing were

For Black Diamond

Mr P Whur – Solicitor for the applicant

Mr C Rees-Gay – applicants representative

Ms M Nita

Objectors

Sgt R Fullilove – West Yorkshire Police

Ms K Sanderson – West Yorkshire Police

Plus, 4 observers

The Sub Committee firstly dealt with the DVD evidence and viewed this in private and commented on the behaviour of dancers and customers in the bar area of the venue – which is outside the performance area.

The Sub Committee heard from Sergeant Fullilove on behalf of West Yorkshire Police who outlined the findings of police enforcement visits to the premises between August 2012 and May 2012 and expressed concern over the management policies and procedures in operation at the premises.

Members then considered the representation made by Mr Whur regarding the submission of evidence relating to events in 2010 before his client took over the management of the premises, and agreed that this part of the submission should be discounted. Mr Whur also highlighted the fact that he had not been able to prepare a response to the issues now highlighted by West Yorkshire Police as this evidence had only been made available at the hearing. As such the hearing was adjourned for a short while to afford the applicant time to consult with Mr Whur.

On re-commencement in public, Mr Whur responded to the contents of the CCTV footage in detail and then addressed the following points:

- the capacity and numbers of dancers throughout the week
- the coverage provided by the CCTV system
- a smoking area specifically for use by staff and dancers was available

- the comments contained in one written objection regarding the proximity of the venue to the Leeds Arena and Leeds Grand Theatre & Opera House.

Members commented on those aspects of the application they would require further written detail on prior to the issue of the Licence, should it be granted as being clarification on the drinks policy, the charging policy and contracts for dancers.

RESOLVED –

- a) To note the contents of both the written and verbal submissions
- b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licence to be issued under the terms of the Local Government Miscellaneous Provisions Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from the proceedings where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the Sub Committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

THURSDAY, 14TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair
Councillors B Gettings and G Hussain

31 Election of Chair

RESOLVED – That Councillor Armitage be elected Chair for the meeting

32 Exempt Information - Possible Exclusion of the Press and Public

The Sub Committee felt that the hearing should be held in the public domain and agreed that wherever possible, specific reference to the contents of the exempt information contained within Appendix B of the report should not be referred to, however if it became necessary, the public and press would be excluded from the meeting as follows:

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated as exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as contained in Appendix B of the report referred to in minute 35 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

33 Late Items

No formal late items of business were added to the agenda

34 Declaration of Interests

There were no declarations of interest.

35 Application for the grant of a sex establishment licence for Silks, 2 Sovereign Place, Leeds LS1 4SP

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application made under Section 2 (Schedule 3) of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence. The application was made by Red Carpet Leisure (Leeds) Limited, 100 Roundhay Road, Leeds LS8 5AN for the premises known as `Silks`, 2 Sovereign place, Leeds LS1 4SP. The ground and first floors are to be covered under the provisions of the licence with the proposed hours of operation being 21L00 hours until 06:00 hours seven days per week.

Appendix B of the report was exempt from publication under Access to Information Procedure Rule 10.4 (1, 2 & 3), and Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) however the Sub Committee

resolved not to specifically discuss the exempt information to allow the hearing to be held in public.

The application had attracted a total of 29 objections, including 3 from elected members plus one from a member of parliament. A further objection was received from Councillor Charlwood which had been countersigned by 19 elected members of Leeds City Council, 1 member of the European Parliament and 4 leaders of religious groups. 4 letters of support had also been submitted. No objectors attended the hearing and the Sub Committee resolved to consider their written submissions in their absence and proceed with the hearing.

Present at the hearing were

For Silks

Mr A Lyons - solicitor for the applicant
Mr G Hutchinson - Manager
Ms E Morris – Premise Licence Holder
Ms M Cunningham – Designated
Premises Supervisor

Objectors

Councillor C Macniven
Councillor R Charlwood

The Sub Committee heard first from Mr Lyons on behalf of the applicant who addressed the application and management policies and highlighted the following matters:

- location of the premises within an area of offices, car parks and the Hilton Hotel and away from other city centre bars
- the discreet nature of the venue in terms of window display, advertisements and external signs and the requirement for de-littering any flyers. Mr Lyons also stated that performers did not distribute flyers
- the use of the Hummer vehicle to collect customers. Mr Lyons suggested that 70% of the venues business was generated through the Hummer vehicle, as the location of the venue meant that potential customers would not find it
- the Code of Conduct employed for drivers of the Hummer vehicle
- the capacity of the venue in terms of the number of dancers and patrons
- dress code for dancers who went outside the premises onto the public thoroughfare to smoke

Mr Lyons then addressed the contents of the letters of objection, noting that some were general in nature and not specific to Silks. Mr Lyons clarified the current opening hours of the premises and provided further detail on the business model of the premises. He also responded to questions regarding the use and livery of the Hummer vehicle, the conduct and management of drivers, the value of the vehicle as a marketing tool and the employment status of dancers

The Sub Committee then heard from Councillor Charlwood who referred to approach adopted by other licensing authorities, expressed concern over the strength of the law governing licensing of such venues and emphasised her concerns relating to the impact of such establishments on the city and the safety and welfare of women in the locality and working at the venues.

Mr Lyons concluded by referring members to the Statement of Licensing Policy and reiterating the importance of the Hummer vehicle to the business

RESOLVED –

- a) a) To note the contents of both the written and verbal submissions
- b) b) To note that the application will be further deliberated on Friday 15th June 2012 – once all applications for the new Sex Establishment Licence to be issued under the terms of the Local Government Miscellaneous Provisions Act 1982 (as amended by the Policing and Crime Act 2009) had been dealt with. The press and public will be excluded from the proceedings where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the decision of the Sub Committee would be made public at the end of the decision making process

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LICENSING SUB COMMITTEE (SEV'S)

FRIDAY, 15TH JUNE, 2012

PRESENT: Councillor S Armitage in the Chair
Councillors B Gettings and G Hussain

36 Election of Chair

RESOLVED – That Councillor Armitage be elected Chair of the meeting

37 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the press and public will be excluded from that part of the proceedings where Members deliberate the applications received in respect of the premises known as Liberte, Red Leopard, Purple Door, Silks, Black Diamond Club, Deep Blue and Wildcats as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules. It was further noted that the applications had been dealt with at public hearings held between Monday 11th June and Thursday 14th June 2012 where members of the public had been advised that decisions on the applications would be made available once all applications for the new Sex Establishment Licences to be issued under the terms of the Local Government (Miscellaneous Provisions) Act 1982 (as amended by the Policing and crime act 2009) had been determined

38 Late Items

No late items of business were added to the agenda

39 Declaration of Interests

Councillor G Hussain reported that he had not attended the hearing relating to the Black Diamond premises as he knew the applicant and his place on the Sub Committee had been taken by Councillor Selby. Furthermore he had not participated in the decision making process relating to that application.

40 Applications for Sex Establishment Licences - various locations

The Sub Committee convened to deliberate on applications heard previously for the grant of sex establishment licences for seven premises located within Leeds city centre.

Members had regard to the Local Government (Miscellaneous Provisions) Act 1982 (Schedule 3) as amended by the Policing and Crime Act 2009 which introduced a new classification of sex establishment, namely sexual entertainment venues and a new licensing regime for lap dancing, pole dancing and other relevant entertainment venues. Leeds City Council had adopted the provisions of Schedule 3 on 19 January 2011 following extensive research and consultation with the trade, academics, action groups and the public - resulting in the Leeds City Council Licensing of Sex Establishments - Statement of Licensing Policy which had been agreed by Executive Board in September 2011.

The Sub Committee had regard to that Policy, adopted by Leeds City Council, which did not choose to place a limit on the number of permitted lap dancing venues within the city but instead set out the approach of encouraging the responsible promotion of licensed activities through frank discussions with the trade, the imposition of conditions and effective enforcement to address problems in partnership with key agencies.

The Sub Committee retained the mandatory and discretionary grounds open to it to refuse any application for a licence, or to impose appropriate conditions. The LCC Statement of Licensing Policy contained 56 standard conditions which the Sub Committee could choose to impose, or add to or vary at the time a licence was granted, should it choose to grant a licence.

Members noted that applications had been received from only 7 of the existing 10 lap dancing venue licence holders. If granted, these licences would take effect from 1 October 2012 and last for 12 months, at which time an application to renew the licence would have to be made.

The Sub Committee carefully considered the applications and verbal submissions made at the previous hearings throughout the week on behalf of the applicants.

The Sub Committee also had regard to the written objections received from members of parliament, councillors, Leeds Object, Support After Rape and Sexual Violence Leeds, and anonymous members of the public. Members had also heard verbal submissions throughout the week from objectors in attendance at the hearings. Members felt that these objections were primarily of a general nature dealing with all lap dancing clubs in Leeds, with only a small number of objections specific to certain establishments. Members also felt that many objections received raised moral objections against lap dancing establishments in general.

The Sub Committee also considered those objections received raising concerns about the number of lap dancing establishments in Leeds and asking for the number to be arbitrarily halved or capped. Members therefore had regard to the Policy adopted by Leeds City Council which did not set a limit on the numbers of establishments but ensured that each application would be judged on its own merits. The Sub Committee noted that the Policy would be reviewed in approximately 18 months time and any change to impose an overall limit on the number of establishments could be considered at that time.

Members also considered further objections received which they précised as raising concerns that:-

- The licensing of lap dancing was contrary to the Equality Act 2010
- The unsuitability of the locality of the proposed establishments
- Offensive signage, imagery, and littering of flyers
- Length of opening hours applied for including daytime hours
- Women's safety – both leaving work at night and going to work early morning

- Dancers' welfare and their commercial exploitation.
- The grant of the Licences would be detrimental to the Vision of Leeds 2011 – 2030 as it undermines the “fair, open and welcoming” vision.

The Sub Committee, when considering its decisions, had also read the Eden Reports of 2003 (Lilith Report) and 2007 relating to studies in London boroughs; and the content of further studies which re-evaluated the 2003 and 2007 work. Members were also aware of the work undertaken by Dr Teela Sanders specific to Leeds.

RESOLVED – That the Sub Committee's decision in relation to each application be as follows:-

a) Liberté

Members commented that Liberté occupied small premises on York Place with the immediate locality being predominantly office buildings with some residents immediately above the club. The lap dancing club of Purple Door is on the same road and Deep Blue is to be found on Wellington Street to the rear.

Members considered that the submitted Dancer Welfare Pack and disabled access were sufficient to satisfy the required Equality Act considerations as set out in the Council's screening document as published on the web site. The Dancer Welfare Pack was also a sufficient safeguard to the concern of dancer's welfare and commercial exploitation. The contents of the Dancer Welfare Pack as submitted were therefore approved

The locality was not considered unsuitable - given that the opening hours suggested by the applicant mean the premises will operate in the late hours of the night to the early hours of the morning. The Sub Committee was of the opinion that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding offices and workers, residents and visitors to the area. With regard to the close proximity of 2 other lap dancing clubs, it was Members' view, due in part to the size of the 3 clubs, that this did not ghettoise or create a specific area of Leeds given over to lap dancing clubs. The applicants' concession regarding opening hours was sufficient to address the concerns raised relating to the perceived risk to women's safety.

A specific historic complaint relating to nuisance was received on behalf of the residence above the club. Members were satisfied that the changes of music and door controls brought about by the new management were sufficient to prevent further nuisance. It was noted that there were no instances of nuisance reported since the change of management.

The logo and imagery proposed to be used at the venue and on flyers were not considered offensive. The logo and imagery as submitted were therefore approved. Flyer distribution was said to take place only as far as the end of the street which may or may not exceed 100 meters of the establishment.

Dancers when smoking outside the venue are not visible from the street and are separated from customers and members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The applicant made it clear that vehicles were not to be used and consented to a condition that they not be permitted.

The Sub Committee therefore resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments:
 - i. Hours of opening (condition 10) will be 22:00 until 04:00 hours Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. leafleting /distribution of flyers (condition 24) the condition is extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to removal at the premises
 - iii. vehicles (conditions 51 to 53) these conditions will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting or advertising except to transport customers to or from the premises and only by the use of licensed Hackney Carriage or Private Hire vehicles
- The basement level staff smoking area shall be shielded from view by the public by use of a canopy. No unsupervised contact to take place between dancers and customers when on smoking breaks.
- Panic alarms to be fitted to be fitted to all booths and VIP performance areas

b) Deep Blue

Members commented that Deep Blue occupied small premises on Wellington Street. The immediate locality is predominantly office buildings with a public house next door and residential flats close by. The lap dancing clubs of Purple Door and Liberte are to be found on York Place to the rear.

Members considered that the submitted Dancer Welfare Pack and disabled access were sufficient to satisfy the required Equality Act considerations as set out in the Council's screening document as published on the web site. The Dancer Welfare Pack was also a sufficient safeguard to the concern of dancer's welfare and commercial exploitation. The contents of the Dancer Welfare Pack as submitted were therefore approved.

The locality was not considered unsuitable - given that the opening hours suggested by the applicant mean the premises will operate in the late hours of the night to the early hours of the morning. The Sub Committee was of the

opinion that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding offices and workers, residents and visitors to the area. With regard to the close proximity of 2 other lap dancing clubs, it was the Sub Committees' view, due in part by the size of the 3 clubs, that this did not ghettoise or create a specific area of Leeds given over to lap dancing clubs. This concession was sufficient to address the concerns raised relating to the perceived risk to women's safety.

The Sub Committee noted the point raised by Councillor Lowe in objection that the locality was sensitive due to the premises being viewable from Leeds railway station. Members however accepted the evidence given on behalf of the applicant that the view of the premises was oblique. The proposed changes to the front of the premises would make the premises less visible.

The logo was considered inappropriate and could be offensive due to it portraying male genitalia. The Sub Committee noted that the applicant was happy to make any changes required by the Council.

Images proposed to be used at the venue and on flyers were not considered offensive. However members felt that the reference to "stunning girls" waiting for customers should be changed to "dancers" waiting for customers so as to remove any ambiguity that may be regarded as offensive.

Flyer distribution was said to take place only along the street and City Square which may or may not exceed 100 metres of the establishment.

Dancers when smoking outside the venue are not visible from the street and are separated from members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The application had made it clear that vehicles were not to be used and the applicant consented to a condition that they not be permitted.

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday + Saturday
 - ii. leafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to removal at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the

premises and then only by the use of licensed Hackney carriage or Private Hire vehicles for this purpose

- The terrace level staff smoking area to the rear of the property to be used by dancers and they should be covered up at all times with the knee length robes supplied by the applicant.
- The licence is granted subject to the applicant providing a revised draft logo for the premises, this to be approved by the Members of this Sub Committee as set out in standard condition 19 requiring the exterior appearance of the premises to be approved by the council in writing. The revised logo must be presented for approval by 31 August 2012. The premises will not be permitted to operate after 1 October 2012 if not approved.
- Panic alarms are to be fitted to all booths and VIP performance areas

c) Purple Door

The Sub Committee noted that Purple Door occupied small premises on York Place. The immediate locality was predominantly office buildings with some residents living immediately above the club. The lap dancing club of Liberte is on the same road and Deep Blue is to be found on Wellington Street to the rear.

Members considered that the submitted Dancer Welfare Pack and disabled access were sufficient to satisfy the required Equality Act considerations as set out in the Council's screening document as published on the web site. The Dancer Welfare Pack was also a sufficient safeguard to the concern of dancer's welfare and commercial exploitation. The contents of the Dancer Welfare Pack as submitted were therefore approved.

The locality was not considered unsuitable given that the opening hours suggested by the applicant places this premises operating in the late hours of the night to the early hours of the morning. Members felt that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding offices and workers, residents and visitors to the area. With regard to the close proximity of 2 other lap dancing clubs, it was Members' view, due in part to the size of the 3 clubs, that this did not ghettoise or create a specific area of Leeds given over to lap dancing clubs. The concession regarding opening hours was also sufficient to address the concerns raised relating to the perceived risk to women's safety.

The logo and imagery proposed to be used at the venue and on flyers, as submitted with the application, were not considered offensive. Flyer distribution was said to take place only as far as the end of the street which may or may not exceed 100 metres of the establishment.

Dancers when smoking outside the venue are not visible from the street and are separated from customers and members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The application made it clear that vehicles were not to be used and the applicant consented to a condition that they not be permitted.

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. Leafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to removal at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the premises and then only by the use of licensed Hackney Carriage or Private Hire vehicles for this purpose
- The rear of the premises only will be used as a smoking area for the dancers who will be covered up at all times with the knee length robes supplied by the applicant. No unsupervised contact to take place between dancers and customers when on smoking breaks
- Panic alarms are to be fitted to all booths and VIP performance areas

d) Red Leopard

The Sub Committee noted that the Red Leopard venue was positioned on the Headrow, a wide main road, opposite the Town Hall and other civic buildings. The street was predominantly given over to office, shop, bar and residential use but the Wildcats lap dancing club was also on the same street.

Locality was the subject of many objections to this application. Members considered the opening times and neutral, discrete frontage of the venue. The Sub Committee commented that there was no mandatory ban to premises in this area although that may be the subject to review in the next Policy.

The locality was not considered unsuitable given that the opening hours suggested by the applicant places this premises operating in the late hours of the night to the early hours of the morning. Members were of the opinion that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding locality. Members noted the close proximity of 1 other lap dancing club, but felt that this did not ghettoise or create a specific area of Leeds given over to lap dancing clubs. The bus stop mentioned by objectors outside the club was for one bus service only that ceased to run at 21:00 hours. The concession made by the applicant regarding opening hours was sufficient to address the concerns raised relating to the perceived risk to women's safety.

The logo and imagery proposed to be used at the venue, as submitted with the application, were not considered offensive.

Flyer distribution was said to take place at many distribution points which may or may not exceed 100 meters of the establishment. However, no up to date examples of flyers to be distributed after 1 October 2012 were supplied for consideration so approval of the type was not possible.

Dancers when smoking are not visible from the street and are separated from customers and members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The application made it clear that vehicles need not be used and the applicant consented to a condition that they would not be permitted if that were appropriate.

The applicant made suggested amendments to the standard conditions which the applicant considered to be pedantic. It was agreed that those relating to typographical errors would be considered by officers before the final decision letters were despatched however Members considered that the other suggested amendments undermined the decisions reached under the consultation process, with particular reference to the stage show exemption.

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. Leafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the premises and then only by the use of licensed Hackney Carriage or Private Hire vehicles for this purpose
- The designated yard area only will be used as a smoking area for the dancers, who will be covered up at all times with the knee length robes supplied by the applicant. No unsupervised contact to take place between dancers and customers when on smoking breaks.
- No street furniture permitted except a carpet with appropriate rope or rail to be placed outside the premises
- Panic alarms are to be fitted to all booths and VIP performance areas.

- The licence is granted subject to the applicant providing a revised draft flyers and cards for distribution, this to be approved by the members of this Sub Committee as set out in standard condition 23 such materials to be approved by the council in writing. The material must be presented for approval by 31 August 2012. The premises will not be permitted to operate after 1 October 2012 if not approved.

e) Wildcats

Members noted the location of Wildcats, positioned on the Headrow - a wide main road, opposite the Library and Henry Moore building; the Cenotaph and other civic buildings. The lap dancing club of Red Leopard is to be found on the same street and office, shops, bars and residences predominate the area.

Locality was the subject of many objections to this application. Members heard expert evidence and market research results given on behalf of the applicant and noted a change to the visual appearance of the premises had already occurred. The applicant also consented to the removal of the cat woman logo if it was considered, as stated in the many objections, to cause offence.

The locality was not considered unsuitable given that the opening hours suggested by the applicant places this premises operating in the late hours of the night to the early hours of the morning. The Sub Committee was of the opinion that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding locality. Members noted the close proximity of 1 other lap dancing club but took the view that this did not ghettoise or create a specific area of Leeds given over to lap dancing clubs. The bus stop mentioned by objectors outside the club was for one bus service only that ceased to run at 21:00 hours. The concession made by the applicant regarding opening hours was sufficient to address the concerns raised relating to the perceived risk to women's safety.

The objector Sandra McNeil spoke on behalf of a number of objecting groups and referred to risks to womens' safety but Members felt that these comments were general in nature and were not supported by any observations by the police or any evidence relating to Leeds.

Members considered that, from the number of objections, the logo did cause offence to members of the public.

Other imagery proposed to be used at the venue was not considered offensive with the exception to the reference to "play with" the dancers used on flyers. Members considered that this should be removed so that any ambiguity did not cause offence.

Flyer distribution was said to take place at many distribution points which may or may not exceed 100 metres of the establishment.

Dancers when smoking are not visible from the street and are separated from customers and members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The application made it clear that vehicles need not be used and the applicant consented to a condition that they would not be permitted if that were appropriate.

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. Lleafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the premises and then only by the use of licensed Hackney carriage or Private Hire vehicles for this purpose
- The designated yard area only will be used as a smoking area for the dancers, who will be covered up at all times with the knee length robes supplied by the applicant. No unsupervised contact to take place between dancers and customers when on smoking breaks.
- No street furniture permitted except a carpet with appropriate rope or rail to be placed outside the premises
- Panic alarms are to be fitted to all booths and VIP performance areas
- The “cat woman” logo is to be removed from the exterior of the premises

f) Black Diamond

The Sub Committee noted the observations made by the police expressing concern over management controls within the premises. Members were satisfied that most of these concerns were in relation to the previous management and ownership of the venue. Members had viewed CCTV footage from inside the premises and did voice their concerns regarding inappropriate touching between patrons and dancers in the bar area, however these were reduced by the applicant confirming that a further experienced manager from a Sheffield club was to assist with the running of the premises. The Sub Committee was further assured that police and enforcement officers would continue to monitor the running of these premises.

The Sub Committee noted the location of Black Diamond as small premises on New Briggate. The immediate locality is predominantly office buildings,

bars and taxi ranks with the Grand Theatre being regarded as the closest sensitive location. There are no other lap dancing clubs in the area.

Members considered that the submitted Dancer Welfare Pack and disabled access were sufficient to satisfy the required Equality Act considerations as set out in the Council's screening document as published on the web site. The Dancer Welfare Pack was also a sufficient safeguard to the concern of dancer's welfare and commercial exploitation. The contents of the Dancer Welfare Pack as submitted were therefore approved.

The locality was not considered unsuitable given that the opening hours suggested by the applicant places this premises operating in the late hours of the night to the early hours of the morning. The Sub Committee considered that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding area. This concession regarding opening hours was sufficient to address the concerns raised relating to the perceived risk to women's safety.

The logo and imagery proposed to be used at the venue and on flyers were not considered offensive. Flyer distribution was said to take place at distribution points which may or may not exceed 100 meters of the establishment.

Dancers when smoking are not visible from the street and are separated from customers and members of the public. They are further to be wrapped in gowns of at least knee length so are not portraying an indecent image when seen by the public outside the venue.

The application made it clear that vehicles were not to be used and the applicant consented to a condition that they may not be permitted.

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. Leafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the premises and then only by the use of licensed Hackney Carriage or Private Hire vehicles for this purpose
- The designated terrace area only will be used as a smoking area for the dancers, who will be covered up at all times with the knee length robes supplied by the applicant. No unsupervised contact to take place between dancers and customers when on smoking breaks.

- Panic alarms are to be fitted to all booths and VIP performance areas

g) Silks

The Sub Committee commented that Silks occupies small premises under the dark arches near the Hilton Hotel, set back down a short alley/yard from the main street. The immediate locality is predominantly office buildings, a hotel and car parks. Members considered the railway station to be the closest sensitive location but noted that it is not visible from the premises. There are no other lap dancing clubs in the area.

Members considered that the submitted Dancer Welfare Pack and disabled access were sufficient to satisfy the required Equality Act considerations as set out in the Council's screening document as published on the web site. The Dancer Welfare Pack was also a sufficient safeguard to the concern of dancer's welfare and commercial exploitation. The contents of the Dancer Welfare Pack as submitted were therefore approved.

The locality was not considered unsuitable given that the opening hours suggested by the applicant places this premises operating in the late hours of the night to the early hours of the morning. The Sub Committee was of the opinion that appropriately set hours could ensure that the premises could operate without impacting upon the surrounding area. The concession regarding opening hours made by the applicant was sufficient to address the concerns raised relating to the perceived risk to women's safety. Nearby bus stops were considered not in view of the premises and buses ceased using them at 23:30 hours.

The logo used on the sign was considered offensive to some persons in Leeds and drew attention to the nature of the establishment.

The other imagery proposed to be used at the venue and on flyers were not considered offensive. Flyer distribution was said to take place at distribution points which may or may not exceed 100 metres of the establishment.

Dancers when smoking were visible from the front of the premises and were not separated from customers and members of the public. This was a concern to the Sub Committee.

The application made it clear that vehicles were an integral part of the business providing 70% of the customers to the venue. The applicant however conceded that this could be achieved by use of licensed Hackney Carriage or Private Hire vehicles but preferred to keep the existing vehicles as these were an advertising tool. Members heard that the vehicles parked in busy nightspot areas for the distribution of flyers giving a high profile image for a low profile premises. The objector Councillor Charlwood gave evidence of an incident where her husband was accosted by the occupants of the Silks Hummer vehicle outside Leeds city railway station when a woman hung out of the car offering leaflets. This is the type of act that the Sub Committee were specifically concerned to avoid

The Sub Committee resolved to grant a licence, subject to the following conditions.

- All standard conditions be applied subject to the following amendments
 - i. Hours of opening (condition 10) will be: 22:00 until 04:00 Sunday to Thursday and 22:00 until 05:00 hours Friday and Saturday
 - ii. Leafleting/distribution of flyers (condition 24) will be extended to require the licensee to remove any leaflets from the highway within a 100 metre radius of the distribution point by 06:00 hours in addition to at the premises
 - iii. Vehicles (conditions 51 to 53) will be replaced by one condition not permitting vehicles to be used for personal solicitation, touting, advertising except to transport customers to or from the premises and then only by the use of licensed Hackney Carriage or Private Hire vehicles for this purpose
- The licence is granted subject to the applicant providing a plan and scheme regarding where the dancers are to smoke and an example gown of the type to be worn by the dancers in the smoking area, this to be approved by the Members of this Sub Committee as set out in standard condition 19 such external appearance to be approved by the Council in writing. The material must be presented for approval by 31 August 2012. The premises will not be permitted to operate after 1 October 2012 if not approved
- Panic alarms to be fitted to all booths and VIP performance areas.
- The woman silhouette to be removed from external signage

Finally, the Sub Committee noted that errors had occurred in the some of the applications in relation to the Dancers Welfare Packs and Information Packs submitted in support of some of the applications – but that these were administrative errors. Members requested that amendments be made and finalised prior to the submission to officers for approval. Furthermore Members indicated to the applicants that when finalising the Packs, special attention should be paid to the recommendations contained with Dr Teela Sanders independent report on lap dancing in Leeds, particularly

- receipts to be issued by the venue when payment of fines/payment for floor is made by dancers or receipts issued for goods confiscated from dancers
- Monthly meetings to be held between management and dancers

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Development Plan Panel

Tuesday, 3rd April, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors B Anderson, C Campbell,
C Fox, T Leadley, J Lewis, R Lewis and
N Walshaw

40 Chair's Opening Remarks

The Chair welcomed all in attendance to the April meeting of Development Plan Panel.

41 Declaration of Interests

There were no declaration of interests made at the meeting.

42 Apologies for Absence

Apologies for absence were submitted by Councillors Hamilton, Mitchell and Nash.

43 Minutes - 6th March 2012

RESOLVED -That the minutes of the meeting held on 6th March 2012 be approved as a correct record.

44 Natural Resources and Waste Development Plan Document - "Post Submission Changes"

The Director of City Development submitted a report on public consultation into the Post Submission Schedule of Changes regarding the Natural Resources and Waste Development Plan Document.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Letter from Mr Middleton to Leeds City Council dated 14th December 2011 (Appendix 1 refers)
- Letter from Leeds City Council to Mr Middleton dated 18th January 2012 (Appendix 2 refers)
- Letter from Mr Middleton to Leeds City Council dated 8th February 2012 (Appendix 3 refers)
- Schedule of Post Submission Changes including maps (Appendix 4 refers)

The Chair welcomed the following officers to present the report and to respond to Members' questions and comments:-

- David Feeney, Head of Forward Planning and Implementation, City Development
- Max Rathmell, Minerals, Waste and Contaminated Land Manager, City Development

Prior to discussing the issue, the Head of Forward Planning and Implementation outlined the background issues and process undertaken to date.

It was noted that this report would be considered at the Executive Board meeting on 11th April 2012 and that a further sustainability appraisal of the proposals would be submitted to Members prior to Executive Board.

It was further noted that a schedule of any further changes would be collated in due course and that further waste guidance would be issued later in the year.

In concluding his presentation, the Head of Forward Planning and Implementation outlined the key issues in the post Submission Schedule of Changes and sought Members specific views on the content.

Detailed discussion ensued on the contents of the report and appendices.

In summary, the key areas of discussion were:-

- clarification of the policy specific to coal in relation to development sites/non-development sites as outlined in section 3.6.3 of the report
- clarification whether there would be a separate policy for safeguarding coal
- clarification of the changes relating to Minerals 2: Mineral Safeguarding Areas (MSA) – Sand and Gravel
- clarification of the latest developments relating to Midgeley Farm.
- clarification of the protection of wharves and rail sidings in relation to the principle of Policy Minerals 14
- clarification of what would happen to quarries that needed to be filled to restore them when there was insufficient waste to do so
- the need to take into consideration the impact of landfill tax and the shortage of waste, and that the remedy was to vary the restoration conditions to provide for a different final landform at quarries free of steep edges.

Arising from discussions and points of clarification, the Minerals, Waste and Contaminated Land Manager provided the meeting with specific information relating to the above issues and also regarding the Minerals 2 Mineral Safeguarding Area Policy.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Executive Board be asked to agree the Post Submission Schedule of Changes for a six week period of public consultation, and to authorise the Director of City Development to take such steps as he considers necessary to progress the Development Plan Document (DPD) in the light of any representations received and the Inspector's considerations of these, prior to the Inspector issuing the report.

45 Date and Time of Next Meeting

To note that the next meeting will take place on Tuesday 8th May 2012 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 2.10pm)

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Development Plan Panel

Wednesday, 6th June, 2012

PRESENT: Councillor N Walshaw in the Chair

Councillors B Anderson, M Coulson, C Fox,
and T Leadley

1 Election of Chair

In the absence of Councillor N Taggart, Councillor N Walshaw was elected to chair the meeting.

2 Chair's Opening Remarks

The Chair welcomed all in attendance to the June meeting of Development Plan Panel.

3 Declaration of interests

There were no declaration of interests made at the meeting.

4 Apologies for Absence

Apologies for absence were received on behalf of Councillor P Gruen, Councillor K Mitchell and N Taggart.

5 Minutes - 3rd April 2012

RESOLVED -That the minutes of the meeting held on 3rd April 2012 be approved as a correct record.

6 LDF Core Strategy - Publication Draft, Initial Report of Consultation

The Director of City Development submitted a report on the latest developments in relation to public consultation on the LDF Core Strategy.

Appended to the report was a copy of a document entitled 'Core Strategy Publication draft consultation, list of meetings attended' for the information/comment of the meeting.

The Chair welcomed the following officers to present the report and to respond to Members' questions and comments:-

- David Feeney, Head of Forward Planning and Implementation, City Development
- Steve Speak, Deputy Chief Planning Officer, City Development
- Lyla Peter, Data Team, Forward Planning and Implementation, City Development

Detailed discussion ensued on the contents of the report and appendices.

In summary, the key areas of discussion were:-

- the need to acknowledge that the Gypsies and Travellers issue was an important issue and that a positive outcome was required in this area
(The Deputy Chief Planning Officer responded and confirmed that this issue would be addressed)
- clarification of the wording within the National Planning Policy Framework General Policy and the need to remove the words 'without delay' in relation to approving planning applications that accord with the policies in this plan
(The Deputy Planning Officer responded that the wording was taken from a model policy issued by the Planning Inspectorate but that in the light of Members' comments further consideration would be given to the policy wording)
- clarification if there was any further guidance available in relation to environmental conditions attached to the General Policy
(The Head of Forward Planning and Implementation responded and informed the meeting that no further guidance was available at present)
- the need for Panel Members to be supplied with a copy of the detailed representations received to date on the LDF Core Strategy
(The Head of Forward Planning and Implementation agreed to deposit a copy of the document in each of the group offices for Members' guidance and reference)
- clarification of the breakdown of the 353 representations received and the percentage of responses received from the general public
- the concerns expressed that the LDF process requires that the consultation was aimed at the soundness of the plan as opposed to focusing on the specific detail of the policy which would have been difficult for the public to understand and may account for the limited scale of public response
- the need for any further consultation periods to be kept at a minimum to avoid any further potential problems developing
- clarification of the latest developments around windfall

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Panel notes that further work was needed to analyse responses which would be presented to subsequent meetings over the summer period.

7 Date and time of next meeting

Monday 2nd July 2012 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 2.45pm)

Standards Committee - Assessment Sub-Committee

Thursday, 22nd March, 2012

PRESENT:

Independent Members

Gordon Tollefson (Chair)

Councillors

B Gettings

J Harper

7 Declarations of Interests

There were no declarations of personal/prejudicial interests for the purpose of section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.

8 Case References 0910010 and 1011001

The Monitoring Officer submitted the above complaints to the Assessment Sub-Committee for reconsideration in the light of new information, in accordance with Regulation 16 of the Standards Committee (England) Regulations 2008. Both the Monitoring Officer and the Deputy Monitoring Officer were in attendance at the meeting to advise the Sub-Committee on any procedural issues.

The Assessment Sub-Committee agreed that the complaint was about an elected Member of Leeds City Council, that the subject Member was in office at the time of the alleged conduct, and that the Code of Conduct was in force at the time. The Assessment Sub-Committee also agreed that the subject Member was acting in their official capacity during the alleged incidents, and that there were potential breaches of the Code of Conduct disclosed by the complaints.

However, having considered the assessment criteria, the Assessment Sub-Committee concluded that it would not be in the public interest to take any further action in relation to the complaints, on the basis that the matter had already been subject to other action, and the length of time that had elapsed since the alleged incidents.

RESOLVED – The Assessment Sub-Committee decided to take no further action in relation to the allegations.

9 Lessons to Learn

The Assessment Sub-Committee recognised the important role of Group Leaders and Whips in addressing issues which may be raised in respect of Member conduct and the willingness of all Political Groups to attempt to resolve complaints as quickly as possible.

EMPLOYMENT COMMITTEE

MONDAY, 2ND APRIL, 2012

PRESENT: Councillor R Lewis in the Chair

Councillors B Cleasby, G Harper,
J McKenna and J Procter

56 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

57 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

58 DECLARATIONS OF INTEREST

There were no declarations of interest made.

59 APPOINTMENT TO THE POSITIONS OF CHIEF ASSET MANAGEMENT OFFICER AND CHIEF ECONOMIC DEVELOPMENT OFFICER

Following the consideration of applications received for the respective positions of Chief Asset Management Officer and Chief Economic Development Officer, it was

RESOLVED – That a targeted search be undertaken externally for the respective positions of Chief Asset Management Officer and Chief Economic Development Officer, and that all 5 internal applications received for such positions, be considered along with any external applications which are received, at a meeting of Employment Committee on 18th April 2012, which will undertake a short listing exercise for both positions.

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EMPLOYMENT COMMITTEE

WEDNESDAY, 18TH APRIL, 2012

PRESENT: Councillor R Lewis in the Chair

Councillors B Cleasby, G Harper,
J McKenna and J Procter

60 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

61 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

62 APPOINTMENT TO THE POSITIONS OF CHIEF ASSET MANAGEMENT OFFICER AND CHIEF ECONOMIC DEVELOPMENT OFFICER

Following the consideration of applications received for the respective positions of Chief Asset Management Officer and Chief Economic Development Officer, it was

RESOLVED – That 6 applicants for the position of Chief Economic Development Officer be short listed for formal interview, and that in respect of the recruitment to the position of Chief Asset Management Officer, 1 applicant be short listed for formal interview, but with an additional executive search being undertaken for this position, which will be followed by a further short listing exercise and formal interview process.

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EMPLOYMENT COMMITTEE

WEDNESDAY, 9TH MAY, 2012

PRESENT: Councillor R Lewis in the Chair

Councillors B Cleasby, G Harper,
J McKenna and J Procter

63 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

64 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

65 APPOINTMENT TO THE POSITION OF CHIEF ECONOMIC DEVELOPMENT OFFICER

The Committee interviewed 6 applicants for the position of Chief Economic Development Officer.

RESOLVED – That Mr. Tom Bridges be offered the post of Chief Economic Development Officer, and that, should Mr Bridges not accept this offer of employment, the candidate who was identified at the meeting as also being suitable for appointment, be offered the position in this circumstance.

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Corporate Governance and Audit Committee

Tuesday, 27th March, 2012

PRESENT: Councillor G Driver in the Chair
Councillors P Grahame, N Taggart,
C Campbell, G Kirkland, A Lowe, J Elliott,
W Hyde, T Hanley, C Fox and G Hussain

Apologies G Tollefson (Co-optee)

86 Appeals Against Refusal of Inspection of Documents

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

87 Exempt Information - Possible Exclusion of the Press and Public

The Committee considered the designation of Appendix 1 to Agenda item 10 (minute 94 refers) as exempt under the Access to Information Procedure Rules 10.4 (7).

RESOLVED - That the press and public be excluded from the meeting during consideration of the following part of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business transacted, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-

Appendix 1 and 2 to Agenda item 10 because they contained information relating to actions to be taken in connection with the prevention, investigation or prosecution of crime.

88 Late Items

There were no late items submitted to the agenda for consideration.

89 Declaration of Interests

There were no declarations of interest made at this part of the meeting. However during discussion of Agenda item 10 Councillor G Hussein as a residential property landlord (Minute 96 refers)

90 Apologies for Absence

Apologies for absence were received from Mr G Tollefson.

91 Minutes of the Previous Meeting

The minutes of the Corporate Governance and Audit Committee meeting held on 27th February 2012 were approved as a correct record

92 Matters Arising

Minute 80. Transforming Procurement Programme Position Statement

The Chair of the Committee highlighted this piece of work, requested by the Committee, as one of the positive aspects of the Committee's work this municipal year. The Chair proceeded to read out a statement received by him from the Chief Officer PPPU and Procurement Unit, which updated the Committee on the further work which is being undertaken to transform procurement following the report to the Committee on 27th February 2012.

93 Chair's Remarks

The Chair updated the Committee on the latest development on audit arrangements for Leeds and the other core cities. Four large firms have been selected to undertake the audits of the core cities, of these Leeds is to be audited by KPMG for the next five years following a tender exercise.

The Chief Officer (Audit and Risk) was asked to comment and informed the Committee that the Department for Communities and Local Government have highlighted a 40% reduction in audit fees. The Audit Commission run tendering exercise asked for submissions based on 3 year contracts and 5 year contracts. Given the extent of the savings from 5 year contracts it had been decided to opt for 5 year contracts. Although primary legislation is promised in the spring of 2012, there is less urgency about establishing Independent Audit Appointment Panels. It was noted that 4 firms are to be awarded contracts, Grant Thornton, KPMG (in the Yorkshire and Humber regions), Ernst and Young and DA Partnerships.

94 Financial Planning and Management Arrangements

The Chief Officer (Financial Management) presented a report of the Director of Resources outlining the key systems and procedures which are in place to ensure that the Council delivers sound financial planning and management whilst ensuring the maintenance of adequate reserves. The report also gave Members assurance that these systems and procedures are fit for purpose, up to date, embedded and being complied with.

The Principal Finance Manager was also in attendance to answer Members questions.

Members discussed the report in detail. Firstly Members raised concerns about the financial future of the authority and questioned officers on how budgets will be balanced in the future with a diminishing amount of money to be spent. This led Members in to discussion with officers on the difficulties of

Minutes approved as a correct record at the meeting held on Monday, 23rd April, 2012

in year monitoring of budgets and the systems in place to undertake such monitoring. Budgeting for staffing was discussed in particular and the action plan surrounding this area.

Members also discussed the structure of Financial Management at the Council and how the five directorate's finances are controlled and managed.

Following questions about recruitment of financial staff Members were informed by the Chief Officer (Financial Management) that after a period of two years of no recruitment and a reduction in staffing numbers the Council is again recruiting trainee accountants.

RESOLVED – The Committee resolved to:

- (a) note the assurances provided that appropriate systems and procedures are in place to ensure that the Council delivers sound financial management and planning;
- (b) request a further report to review the budgetary system for staffing at the Council; and
- (c) Receive a similar report on the Financial Management of the Council on an annual basis.

(Councillor Campbell entered the meeting at 2:25pm during the discussion of this item.)

95 Annual Information Security Report

The Chief Officer (Intelligence and Improvement) presented a report of the Assistant Chief Executive (Customer access and Performance). The report was the annual report detailing the steps being taken to improve Leeds City Council's information security in order to provide assurance for the Annual Governance Statement the details of which were attached at Appendix 1 to the report.

The (Executive Officer Information Governance) and the (Solutions Architect) were in attendance to answer Members questions.

The report was discussed by Members who asked a number of technical questions of officers, specifically the differences between spyware and malware, and explored with them the ability of the Council to be able identify every piece of IT equipment in the Council's possession and that if a device was not recognised it would not be provided with full service.

Members went on to confirm with officers present that training given to staff does cover data protection and ask questions about how the Council stops foreign and domestic computer hackers who have the intention of disrupting governmental organisations.

RESOLVED – The Committee resolved to note the contents of the report and the assurances provided as to the Council’s approach to information security.

(Councillor Taggart entered the Meeting at 2:52pm during the discussion of this item)

96 Risk-based verification policy

The Chief Revenues and Benefits Officer presented a report of the Director of Resources. The report outlined the proposed changes to the verification of Housing and Council Tax benefit claims by introducing a risk-based verification scheme. The report highlighted what has changed, this being the level of verification activity that is a risk-based approach.

The Chief Revenues and Benefits Officer also informed the Committee that the Director of Resources had reviewed the risk based verification policy and was ready to approve it following discussion by Members.

The Assessment Unit Manager was also in attendance to answer any questions Members had.

Members discussed the report and emphasised the importance of data sharing between Council departments and the DWP to help mitigate against the risk of benefit fraud.

Members questioned officers present about indirect equality implications specifically where English is not a first language.

RESOLVED – The Committee resolved to note the report in advance of the Council’s Section 151 Officer approving the Policy.

97 Business Continuity Programme update

The Business Continuity Manager presented a report of the Director of Resources. The report provided assurance on the adequacy of policies and practices surrounding Business Continuity arrangements.

Members considered the report and emphasised their desire that outsourced services be subject to the same business continuity arrangements as internally managed services.

RESOLVED – The Committee resolved to note the report for and receive an annual update with quantitative achievements from 2013.

98 Work Programme

The Director of Resources submitted a report notifying Members of the work programme.

The Committee reviewed its forthcoming work programme.

Minutes approved as a correct record at the meeting held on Monday, 23rd April, 2012

RESOLVED – The Committee Resolved to note the work programme.

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Corporate Governance and Audit Committee

Monday, 23rd April, 2012

PRESENT: Councillor G Driver in the Chair
Councillors P Grahame, C Campbell,
G Kirkland, A Lowe, W Hyde, T Hanley,
C Fox and G Hussain

Apologies Councillors Mr G Tollefson and J Elliott

99 Appeals Against Refusal of Inspection of Documents

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

100 Exempt Information - Possible Exclusion of the Press and Public

There were no exemptions to exclude the public.

101 Late Items

There were no late items submitted to the agenda for consideration.

102 Declaration of Interests

Councillor Driver declared a personal interest in Agenda item 8 – as a Member of the Leeds City Council Joint Plans Panel and City Centre Plans Panel (Minute No.106 refers)

Councillor Driver also declared a person interest in Agenda item 10 – as a Board Member of Belle Isle Tenant Management Organisation. (Minute No. 108 refers)

Councillor Lowe declared a personal interest in Agenda item 10 – Internal Audit Report – as a Board Member of West North West Homes.

103 Apologies For Absence

Apologies for absence were received from Councillor J Elliot and Mr G Tollefson.

104 Minutes of the Previous Meeting

The minutes of the Corporate Governance and Audit Committee meeting held on 27th March 2012 were approved as a correct record.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

105 Chair's Remarks

The Chair informed the Committee that this would be his last meeting as a Member of the Committee as he was not standing for re-election at the forthcoming elections in May.

The Chair gave a detailed update of the latest position with regards to the future appointment of External Auditors. At a recent core city meeting there has been an expression of interest in creating a mutual independent audit appointment panel which would consider the appointment of External Auditors across the core cities.

The Chair invited the Chief Officer (Audit and Risk) to comment on a recently received letter from the Audit Commission which will be circulated to Members of the Committee. In summary the letter seeks consultation on the appointment of External Auditors and whether KPMG should be re-appointed for a further five years.

Concerns were raised about whether the Audit Commission would have capacity to monitor the contract over the longer term, particularly, in light of the recent government announcements. Members were informed at this point that the Audit Commission are likely to continue to exist in order to oversee any contracts let. Members also discussed the implication of external auditors remaining in position for a number of years and the impact this could have on the relationship with the Council. The Chief Officer (Audit & Risk) explained the arrangements for the rotation of lead partners within audit firms to mitigate any risk of this nature. Members also questioned whether indeed the Council had any choice in practice and what, if any, was the alternative to the reappointment of KPMG. Discussion turned to the arrangements to ensure a value added service from KPMG given the overall length of the contract. It was decided that the consultation response should reflect concerns over the Audit Commission's arrangements to quality assure the contract.

Members also discussed the likely reduction in the audit fee and the Chief Officer (Audit & Risk) explained that the Audit Commission will continue to set the fee scale for the Council and the expectation that the actual fee payable would be within this fee scale, depending on the risks associated with the audit. Members also discussed the scope of the audit and the arrangements whereby the National Audit Office would take over producing the Code of Audit Practice and therefore the definition of the scope.

It was agreed that the Chief Officer (Audit & Risk) would respond to the Audit Commission's consultation and take into account the views expressed by the Corporate Governance and Audit Committee.

(Councillor W Hyde entered the meeting at 2:30pm during the discussion of this item)

106 Assurances of the process by which planning decisions are taken by the Council

The Head of Planning Services presented a report of the Chief Planning Officer. The report responded to the request of the Committee to set out the arrangements in respect of planning decisions taken by the Council in 2011/12. The report provided assurances to the Committee as to the operation of the arrangements and processes that are in place, ensuring they are up to date, accountable, transparent, have integrity, and are effective and inclusive. The report also outlined the arrangements that are in place to underpin the decision making process within the remit of the Chief Planning Officer: which are planning decisions taken by the Plans Panels and planning decisions taken by officers under delegated authority.

Members discussed the report in detail. Consideration was given to monitoring the decisions made by officers in relation to planning and the best way of achieving assurance that decisions made were correct.

it was considered that those Members not on the Plans Panels should receive more training with regards to planning so that they can better advise on queries received from constituents.

RESOLVED – The Committee resolved to:

- (a) note the contents of the report;
- (b) receive a report on planning decisions on an annual basis; and
- (c) refer the matter of Member training to the Head of Scrutiny and Member Development for further consideration with the Chief Planning Officer.

107 Annual Statement on Community Engagement

The Chief Officer (Leeds Initiative and Partnerships) presented a report of the Assistant Chief Executive (Customer Access and Performance). The report provided assurance to the Committee on the Council's ability to support residents' involvement in decision making and the development of services. The report considered the effectiveness of governance controls currently in place for these arrangements as well as progress in 2011/12 and key improvements planned for 2012/13.

Members considered the report and expressed the view that they felt that Members needed to have greater involvement in this process, with Executive Members, Area Committees, Scrutiny Boards and individual Ward Members having a key role to play, in ensuring appropriate engagement activity is undertaken and is taken into account in the decision making process

Members also felt that following consultation of local people it was essential to act upon their views.

RESOLVED – The Committee resolved to note the contents of the report.

108 Internal Audit Report

The Head of Internal Audit presented a report of the Director of Resources. The report provided a summary of internal audit activity for the period to March 2012 and highlighted the incidence of any significant control failings or weaknesses.

The Head of Audit took Members through the key issues in section 2 of the Internal Audit report March 2012 attached at Appendix 1 of the report.

Members sought further clarification of audit findings relating to the procedures in ALMOs which ensure that the date of registration is consistently documented within the housing allocation process. Members felt that they would like this area exploring in greater detail in the next Internal Audit report;

Members explored issues relating to potential cheque fraud and whether this was a major problem which needed more resources to look in to it.

Members also asked questions of the Head of Internal Audit in relation to sampling techniques for audit testing and assurance levels given by the Internal Audit service.

RESOLVED – The Committee resolved to:

- (a) note the work undertaken by Internal Audit during the period covered by the report; and
- (b) that the Head of Internal Audit further explore the date of registration issues raised and report back within the next scheduled Internal Audit report to the Committee.

(Councillor Lowe left the meeting during the consideration of this item at 3:35pm)

109 Update on Changes to Accounting Practice impacting on the 2011/12 Accounts.

The Principal Finance Manager presented a report of the Director of Resources. The report outlined the major changes to legislation and accounting practice which will impact on the 2011/12 accounts.

RESOLVED – The Committee resolved to note the impact of the new accounting and legislative requirements on the Council's 2011/12 accounts.

110 Financial Procedure Rules

The Principal Audit Manager presented a report of the Director of Resources. The report informed Members of the rationale behind the current update to the Financial Procedure Rules.

RESOLVED – The Committee resolved to:

- (a) note the contents of the report; and
- (b) request a report in a years time to ensure the revised FPRs have achieved what they set out to do.

111 Corporate Governance and Audit Committee

The Governance Officer presented a report of the Director of Resources. The report presented the Committee's Annual report to Members.

The Committee explored whether the annual report might be received by Executive Board to further promote the work of the Committee.

RESOLVED – The Committee Resolved to:

- (a) note the contents of the report; and
- (b) ask the Chief Officer Audit and Risk and the Head of Governance Services to bring forward a further refined work programme for consideration at the first meeting of the municipal year in July.

112 Work Programme

The Director of Resources submitted a report notifying Members of the work programme.

The Committee reviewed its forthcoming work programme.

RESOLVED - The Committee resolved to note the work programme.

At the close of business, the Chair expressed his thanks for the support of Members and Officers throughout the municipal year 2011/12.

Members responded by thanking Cllr Driver for Chairing the Committee's meetings over the last two municipal years and for all his hard work in guiding the Committee. Members and Officers also wished Cllr Driver a happy retirement from public office.

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MEMBER MANAGEMENT COMMITTEE

MONDAY, 2ND APRIL, 2012

PRESENT: Councillor J Lewis in the Chair

Councillors D Blackburn, N Dawson,
M Dobson, P Gruen, G Latty and T Leadley

Apologies Councillor J Akhtar, C Campbell,
K Maqsood, J Matthews and
E Nash

37 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

38 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

39 Late Items

There were no late items admitted to the agenda.

40 Declarations of Interests

No declarations of interest were made.

41 Minutes - 31st January 2012

Further to minute 32 (Appointment of Local Authority Governors to Academies) – Members noted with disappointment that the requested letter had not been forwarded to the Chairs of Governors and asked that the Chief Officer, Democratic and Central Services write to Children's Services asking that their request be actioned as a matter of urgency.

Further to minute 33 (PRU Management Committee) – It was agreed that the vacancy be allocated to the Conservative Group.

Further to minute 35 (Members ICT) – Members asked that the Chief Officer, Democratic and Central Services contact officers in ICT to ensure that the IT work scheduled to be carried out over the Easter weekend should not take any longer than indicated as this was a particularly busy time for Elected Members and access to their IT was essential.

RESOLVED – That the minutes of the meeting held on 31st January 2012 be approved as a correct record.

42 Member Development

The Member Development Officer presented a report of the Chief Officer, Democratic and Central Services providing Member Management Committee with an update on progress with the following projects which the Member Development Working Group had been working on;

- Planning the induction programme for 2012
- Developing proposals to improve the 'exit process' for Members stepping down or not re-elected.

The report set out in detail the Induction programme for new (and existing) Members and also provided examples of guidance notes for Members who are stepping down or retiring.

During discussion on the report Members made the following comments;

- The value of pairing newly elected members with more experienced ones to gain first hand experience of the work of Elected Members.
- The benefits of having an induction programme that was outside normal office hours thus ensuring that working Members could attend.
- The need to ensure that newly elected members have their IT provision installed as a matter of urgency.

RESOLVED -

- a) That the contents of the report be noted
- b) That the 2012 Induction programme as detailed in Appendix A of the report be approved.
- c) That the guidance notes for Members stepping down or not re-elected as detailed in Appendix B and C of the report be approved.

43 Local Authority Appointments to Outside Bodies

The Principal Governance Officer presented a report of the Chief Officer, Democratic and Central Services providing an update on the current position regarding Member appointments to outside bodies, and seeking to confirm Member nominations to remaining vacancies.

Minutes approved as a correct record
at the meeting held on Tuesday, 19th June, 2012

RESOLVED –

- (a) That the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1 to the report be noted;
- (b) That the HCT Group Regional Advisory Committee Partnerships be categorised as a Strategic and Key Partnership and allocated to the Labour Group as a Whips nominee.
- (c) That the additional place offered on the Leeds Bradford International Airport (LBIA) Consultative Committee be accepted and allocated to the Conservative Group as a Whips nominee.
- (d) That the Leeds Minster Council Partnerships be categorised as a Strategic and Key Partnerships and the 3 places be allocated as Whips nominees to the Labour , Conservative and Liberal Democrat Groups.
- (e) To note that the Middleton Cluster and the Upper Beeston & Cottingley Cluster were to become 1 Cluster and retain the same Membership.
- (f) That Councillor Gruen be the representative on the Seacroft Manston (Crossgates and Whinmoor) Cluster replacing Councillor Pauleen Grahame.
- (g) That the vacancy on the PRU Management Committee be allocated to the Conservative Group as a Whips nominee.
- (h) That the cessation of the Yorkshire and Humber Space (YoHr Space) Regional Improvement and Efficiency Partnership be noted.
- (i) That the change of appointments since the last meeting of the Committee, as detailed in paragraph 3.5 of the report, be noted.

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MEMBER MANAGEMENT COMMITTEE

TUESDAY, 19TH JUNE, 2012

PRESENT: Councillor J Lewis in the Chair

Councillors S Bentley, D Blackburn,
N Dawson, M Dobson, A Khan, G Latty,
T Leadley, A Lowe, K Mitchell and A Sobel

1 Chair's Opening Remarks

The Chair welcomed all in attendance to the June meeting of the Member Management Committee.

2 Declarations of Interests

Councillor Dawson declared a personal interest in agenda item 11, Local Authority Appointments to Outside Bodies, on the basis of being a supporter of Hunslet Hawks RLFC. (Minute No. 8 refers)

Further declarations of interest were made at later points in the meeting. (Minute Nos. 8 and 10 refer)

3 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors Campbell and Lamb. Notification had been received that Councillor Bentley was to substitute for Councillor Campbell.

4 Minutes - 2nd April 2012

RESOLVED – That the minutes of the meeting held on 2nd April 2012 be approved as a correct record.

5 Information Governance Training

The Chief Officer (Intelligence and Improvement) submitted a report which provided Members with an overview of the ongoing training being provided to council staff on information governance.

The Chair welcomed to the meeting, Andrew Nutting, Executive Officer (Information and Governance), to present the report.

The key areas of discussion were:

- The different roles of Elected Members and officers in respect of information governance. Particular attention was drawn to Member casework and their involvement in ward based issues.

- Proposals to train Members on information governance through the work of the Member Development Working Group.

RESOLVED –

- (a) That the contents of the report and appendices be noted;
- (b) That proposals to train Members on information governance, particularly through the work of the Member Development Working Group, be approved.

6 Elected Member - staff engagement

The Chief Officer (Human Resources) submitted a report which outlined proposals to increase and improve the nature and frequency of Elected Member – staff engagement, and the potential benefits linked with these proposals.

The Chair welcomed the following officers to the meeting to present the report:

- Lorraine Hallam, Chief Officer (Human Resources);
- Joss Ivory, Head of Human Resources.

The main areas of discussion were:

- The role of staff in the group offices in supporting the work of Elected Members and using this approach to develop wider Elected Member – staff engagement.
- Support for ‘a day in the life of an Elected Member’ and possible staff involvement at residents’ meetings, etc.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the opportunities presented to improve Member – staff engagement, be approved.

(Councillor Leadley left the meeting at 10.30am at the conclusion of this item.)

7 Member Development

The Chief Officer (Democratic and Central Services) submitted a report which provided an update on training and development issues in relation to Elected Members.

Appended to the report was a copy of the Member Development Annual Report 2011-12

The Chair welcomed to the meeting, Kay Sidebottom, Member Development Officer, to present the report.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Tuesday, 23rd October, 2012

- (a) That the Member Development Annual Report 2011-12, be noted;
- (b) That the continuation of the Member Development Working Group, be approved.

8 ALMO Board - Council Member selection post May 2012 elections

The Head of Housing Partnerships submitted a report which outlined the process agreed in 2006 for the appointment of Council Board Members to ALMO Boards, and provided an update on ALMO Boards following the local elections in May 2012.

The Chair welcomed to the meeting, John Statham, Strategic Landlord Manager, to present the report.

RESOLVED –

- (a) That the preferred option for appointing Members to ALMO Boards, i.e. nominations based on political representation in ALMO areas, be approved;
- (b) That the political composition of the Boards, as set out under section 3 to the report, be approved as follows:

- East North East Homes Leeds (ENEHL) – 3 Labour and 1 Conservative Member
- Aire Valley Homes Leeds (AVHL) – 3 Labour and 1 Morley Borough Independent Member
- West North West Homes Leeds (WNWHL) – 2 Labour, 1 Conservative and 1 Liberal Democrat Member

- (c) That whips appoint to the vacancies in accordance with the Appointment to Outside Bodies Procedure Rules.

(Councillors G Latty, J Lewis, A Khan and A Lowe each declared a personal interest in this item in their capacity as Directors / Members of ALMO Boards and ALMO Area Panels.)

9 Appointment of Members to Leeds Initiative Partnership Boards

The Assistant Chief Executive (Customer Access and Performance) submitted a report which sought appointments to the Leeds Initiative Partnership Boards.

The Chair welcomed to the meeting, Martin Dean, Head of Leeds Initiative and International Partnerships, to present the report.

Members discussed the need for all political groups to be represented on Leeds Initiative. It was suggested that the positions be subject to further consultation with group whips, having regard to the proportion of Members from each political group.

RESOLVED –

- (a) That positions on Leeds Initiative be subject to further consultation with group whips, having regard to the proportion of Members from each political group
- (b) That an additional place be allocated to the Morley Borough Independent Group for a Member to serve on the Housing Forum.

Leeds Initiative Board

- Leader of Council
- Leader Conservative Group (or nominee)
- Leader Liberal Democrat Group (or nominee)

Children's Trust Board

- Chair – Executive Member (Children Services)
- 2 x Deputy Executive Member (Children's Services)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Safer Stronger Communities Board

- Chair – Executive Member (Neighbourhoods, Planning and Support Services)
- Executive Member (Environment)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Health and Wellbeing Board

- Chair – Executive Member (Health and Wellbeing)
- Executive Member (Adult Social Care)
- Executive Member (Children's Services)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Housing and Regeneration Board

- Chair – Executive Member (Neighbourhoods, Planning and Support Services)
- Executive Member (Economy and Development)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Sustainable Economy and Culture Board

- Chair – Business nominee
- Executive Member (Leisure and Skills)
- Executive Member (Economy and Development)
- Executive Member (Environment)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

and the following sub boards:

Draft minutes to be approved at the meeting
to be held on Tuesday, 23rd October, 2012

Climate Change Partnership

- Executive Member (Environment)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Stronger Leeds Partnership

- Chair – Executive Member (Neighbourhood, Planning and Support Services)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Leeds Education Challenge

- Executive Member (Children's Services)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Healthy Leeds Network

- Chair – Executive Member (Health and Well Being)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

East Leeds Regeneration Board

- Chair – Executive Member (Neighbourhood, Planning and Support Services)
- Local Ward Members (Garforth and Swillington)
- Local Ward Member (Killingbeck and Seacroft Ward Member)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)

Housing Forum

- Chair – Executive Member (Neighbourhoods Planning and Support Services)
- Labour Group nominee(s)
- Whips nominee (Conservative Group)
- Whips nominee (Liberal Democrat Group)
- Councillor Leadley (Morley Borough Independent Group)

Third Sector Partnership

- Chair – Executive Member (Adult Social Care)

Migration Partnership

- Nominee to represent Executive Member (Neighbourhoods, Planning and Support Services)

Child Poverty Outcome Group

- Chair – Executive Member (Children's Services)

Complex Needs Partnership Group

Draft minutes to be approved at the meeting
to be held on Tuesday, 23rd October, 2012

- Chair – Executive Member (Children’s Services)

Troubled Families Programme Board

- Chair – Executive Member (Children’s Services)

Locality Boards

East North East Area Leadership Team

- Nominee to represent Executive Member (Neighbourhoods, Planning and Support Services)
- Chair – East (Inner) Area Committee
- Chair – North East (Inner) Area Committee
- Chair – North East (Outer) Area Committee

South East Area Leadership Team

- Nominee to represent Executive Member (Neighbourhoods, Planning and Support Services)
- Chair – East (Outer) Area Committee
- Chair – South (Inner) Area Committee
- Chair – South (Outer) Area Committee

West North West Area Leadership Team

- Nominee to represent Executive Member (Neighbourhoods, Planning and Support Services)
- Chair – North West (Inner) Area Committee
- Chair – North West (Outer) Area Committee
- Chair – West (Inner) Area Committee
- Chair – West (Outer) Area Committee

(c) That the appointment of Members to other locally convened partnerships such as health and wellbeing and crime and disorder, be delegated to Area Committees.

(d) That the relevant whip be authorised to appoint to the vacancies in accordance with the Appointment to Outside Bodies Procedure Rules.

10 Local Authority Appointments to Outside Bodies

The Governance Officer presented a report of the Chief Officer, Democratic and Central Services which outlined the Member Management Committee’s role in relation to Elected Member appointments to Outside Bodies.

The following information was appended to the report:

- Appointments to Outside Body Procedure Rules
- List of Outside Bodies reserved to the Member Management Committee
- Leeds Children’s Trust – 0-11 Partnership – terms of reference and other supporting information.

The Chair welcomed to the meeting, Guy Close and Kevin Tomkinson, both from Governance Services, to present the report and respond to Members' questions and comments.

The key areas of discussion were:

- Clarification sought regarding Council representation on academies.
- Whether there was the need to review Council representation on those Outside Bodies that undertook their own recruitment arrangements.

RESOLVED –

- (a) That the Appointments to Outside Bodies Procedure Rules as attached at Appendix 1, be noted;
- (b) That the schedule attached at Appendix 2 detailing those organisations that the Council will continue to make an appointment to, be approved;
- (c) That the cessation of the Early Years Service Challenge and Advisory Partnership and subsequent establishment of the Leeds Children's Trust – 0-11 Partnership, to include 3 Members, one each from the Labour (Councillor Dowson), Liberal Democrat and Conservative Groups, be noted;
- (d) That the appointment of a Member to the Board of Hunslet Hawks RLFC be categorised as Strategic and Key Partnership and determined by the Member Management Committee;
- (e) That the nominations which fall to the Committee to make an appointment to, including, Councillor Lowe replacing Councillor J McKenna on the Cluster – ACES (Armley Cluster Extended Services), and the change in political representation on the Leeds Jewish Welfare Board from Conservative to Labour, be approved;
- (f) That the casting vote on the Groundwork Board be allocated to a Member of the Labour Group;
- (g) That the relevant whip be authorised to appoint to the vacancies in accordance with the Appointment to Outside Bodies Procedure Rules;
- (h) That the change of appointments since the last meeting of the Committee as detailed in paragraph 3.7 of the report, be approved.

(Councillor Lowe declared a personal interest in this item in her capacity as Chief Executive of Touchstone.)

11 Date and Time of Next Meeting

Tuesday, 23rd October 2012 at 10.00am.

(The meeting concluded at 11.02 am)

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GENERAL PURPOSES COMMITTEE

MONDAY, 19TH MARCH, 2012

PRESENT: Councillor J Blake in the Chair

Councillors A Blackburn, J Blake, S Golton,
P Gruen, G Latty, J Lewis, J Matthews,
E Nash, J Procter and M Rafique, R Lewis
(as substitute for A Lowe) L Yeadon (as
substitute for K Wakefield) and T Leadley
(as substitute for R Finnigan)

Apologies Councillor R Finnigan, M Lobley, K
Wakefield, A Lowe, S Golton

90 Appeals against refusal of inspection of documents

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

91 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

92 Late items

A late item was submitted to the agenda for consideration minute 96 refers.

93 Declaration of Interests

There were no declarations made at this point or any other point during the meeting.

94 Apologies for absence

Apologies for absence were received from Councillors Lowe, Lobley, Wakefield, Finnigan and Golton.

95 Minutes of the Previous Meeting

RESOLVED – That the minutes of the General Purposes Committee meeting held on 16th February 2012 be approved as a correct record.

96 Late Item - Amendments to the constitution in relation to governance arrangements and the proposed circulation of factual information relating to referendum

The Head of Governance Services introduced a report of the Chief Executive and the City Solicitor. The report asked the Committee to consider the City

minutes approved as a correct record at the meeting
held on Wednesday, 9th May, 2012

Solicitor's proposed amendments to Sections 2A (full council functions) and 2C (officer delegation scheme) of Part 3 of the constitution, to reflect legislative changes. The report also asked Members to consider a leaflet being considered for circulation by the Chief Executive (under the proposed delegations outlined in the report) to the electorate in respect of the Mayoral Referendum.

The Head of Licensing and Registration and the Chief Executive were in attendance to answer Members' questions and concerns

In relation to the proposed delegation Members expressed concern at the broad scope of the proposed delegations and were of the view that decisions taken by the Chief Executive under the delegation should be subject to terms and conditions, to the effect that, any matters requiring a decision be subject to timely consultation with General Purposes Committee in advance of any action being taken. Members were also of the view that the delegation be reviewed as soon as practicable.

The Chief Executive outlined the challenging timescales imposed by DCLG and the regrettable implications this has had in terms of officers ability to consult widely with Members on the content of the proposed leaflet and the arguments for and against distribution. The Chief Executive apologised to Members of the Committee for the circumstances which had led to the Committee being consulted at the 'eleventh' hour and undertook to ensure that DCLG were made aware of the unacceptable timescale that had been presented by them.

A motion was put by the Chair to determine whether there was support for the Chief Executive's proposal that the leaflet be distributed. A majority of Members expressed a vote in favour of distribution of the leaflet.

RESOLVED – The General Purposes Committee resolved to:

- (a) endorse the amendments proposed to be made by the City Solicitor under her delegated authority to Section 2 A of the constitution as set out at Appendix 1 to the report;
- (b) endorse the amendments proposed to be made by the City Solicitor under her delegated authority to the delegation to the Chief Executive under the officer delegation scheme (Council (non executive) Functions) in the constitution as set out at appendix 2 to the report with the proviso that the delegation includes terms and conditions which require the Chief Executive to consult with General Purposes Committee in a timely fashion in advance of any action being taken under the delegation ;
- (c) endorse the Chief Executive's view that a leaflet in respect of the Mayoral referendum should be distributed to the Leeds electorate as set out at appendix 3 to the report;
- (d) request a review of the delegation scheme of the Chief Executive as early as practicable as agreed at resolution (b) ; and
- (e) request that a press release concerning the leaflet be issued.

97 Implementation of the 2012/13 Pay Policy Statement

The Head of HR presented a report of the Director of Resources which sought Members' views on the draft Pay Policy Statement (attached at Appendix 1 to the agenda) and requested Members of the Committee to make recommendations to full Council to approve the Pay Policy Statement for the 2012/13 financial year.

Members of the Committee considered the report and questioned the Head of HR on the differences between the draft Pay Policy Statement attached at Appendix 1 to the report to what currently happens.

Members sought further clarification in the policy to ensure that the Employment Committee will appoint to all chief officer posts.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) recommend to full Council that the Pay Policy Statement as attached at Appendix 1 to the report for the 2012/13 financial year be adopted by the Council subject to Section 2 being amended to state that all Chief Officer appointments will be made by the Employment Committee; and
- (b) receive a further report on how the Pay Policy Statement can be reviewed.

98 Work Programme

The Director of Resources submitted a report notifying Members of the work programme.

The Committee reviewed its forthcoming work programme.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) note the contents of the work programme;
- (b) request the review of the City Solicitor's delegation scheme on the work programme; and
- (c) include previously requested items on the published work programme schedule from the previous meeting 16th February 2012 to which minute 89 refers.

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GENERAL PURPOSES COMMITTEE

WEDNESDAY, 9TH MAY, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake,
Campbell, S Golton, P Gruen, T Leadley,
J Lewis, A Lowe, E Nash, J Procter,
M Rafique and P Wadsworth

Apologies Councillor R Finnigan

99 Appeals against refusal of inspection of documents

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

100 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

101 Late items

The Chair admitted one late item to the agenda – Item 12 – Review of Council Meetings (Minute No.110 refers).

Also admitted by the Chair was supplementary information to Item 10 – Constitution Amendments in the form of Appendix 8 (Minute 108 refers).

102 Declaration of Interests

Councillor Wakefield declared a personal interest in Agenda item 7 – Election and Term of Office of the Leader – as the current Leader of the Council.

103 Apologies for absence

Apologies for absence were received from Councillor Finnigan.

The clerk to the Committee notified Members that Councillors Wadsworth and Campbell had been appointed to the Committee to replace former Councillors Lobley and Mathews respectively.

104 Minutes of the Previous Meeting

The minutes of the General Purposes Committee meeting held on 19th March 2012 were approved as a correct record.

105 Election and term of office of the Leader

The City Solicitor presented her report which asked Members to consider provisions within the Council's executive arrangements following amendments to the Local Government Act 2000.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council to:

- (a) confirm existing executive arrangements relating to the current term of office for the Leader during their term;
- (b) approve amendments to Council Procedure Rule 1 to reflect updated legislation and provide for the election of a Leader in the event of a vacancy; and
- (c) note that the City Solicitor proposes to exercise her delegated authority to update article 7 and Section 2A of Part 3 of the constitution, to reflect legislative changes.

(Councillor A Blackburn entered the meeting during the discussion of this item at 10:08 am)

106 New standards arrangements under the Localism Act 2011

Members considered the report by the City Solicitor which presented proposals in relation to new conduct arrangements for Members under the Localism Act 2011.

Councillor Nash provided an introduction to the report and thanked members of the Member working group responsible for the drafting of proposals before the committee.

The Head of Governance Services confirmed that that shortlisting (and any subsequent interviews) for an Independent Person will be conducted by Members.

RESOLVED – Members of the General Purposes Committee resolved to full Council to:

- (a) adopt the code of conduct set out in appendix 1 to the report;
- (b) delegate authority to the City Solicitor in consultation with Group Whips, to finalise the code of conduct in light of Regulations which will define disclosable Pecuniary Interests; and
- (c) approve:

- the terms of reference for a Standards and Conduct Committee set out in appendix 2 to the report, to be appointed to replace the existing Standards Committee.
- amendments to Council Procedure Rule 26 to provide for substitute members for new Standards and Conduct Committee.
- Procedure Rules for the handling of complaints that a Member may have failed to comply with the code of conduct, as set out in appendix 3 to the report.

107 Review of the Decision Making Framework

The City Solicitor presented her report and the report of the Director of Resources. The report presented proposed amendments to the council's Executive decision making framework.

The City solicitor also informed the Committee that The Director of Resources and the City Solicitor have reviewed the Executive Decision Making arrangements and identified scope to:

- enhance opportunities to ensure Ward Councillors are engaged at an early stage in the decisions which affect their constituencies;
- speed up the implementation of decisions of Area Committees; and
- make arrangements more transparent, with a focus on clear accountability.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full council to:

- (a) approve revised Article 13 as set out in Appendix 1 to this report;
- (b) approve Executive and Decision Making Procedure Rules, as set out in Appendix 2 to this report; and
- (c) withdraw concurrent delegations to Chief Officers under the Council's officer delegation scheme (Council functions).

108 Constitutional amendments - Scrutiny arrangements

The Committee received a report which proposed amendments to the authority's scrutiny arrangements following an annual review by the Scrutiny Officer.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council to:

- (a) approve revised terms of reference for Scrutiny Boards, as set out in appendices 1– 6 of the report;
- (b) approve revised Article 6 as set out in Appendix 7 to the report;
- (c) approve revised Scrutiny Board Procedure Rules as set out in appendix 8 to this report; and
- (d) endorse the proposal of the Scrutiny Officer to remove guidance notes from the constitution, which relate to inquiry selection criteria, minority reports and equality and diversity/cohesion and integration issues.

109 Constitutional amendments - miscellaneous

The Committee received the report which recommended amendments to the constitution to full Council, following the annual review of the constitution.

Members proposed and agreed that there should be a further amendment to the Area Committee Procedure Rules featured in the appendix to the report. This being that all nominations must be notified to the Head of Governance Services by no later than 5pm, the day before the meeting convened to consider the appointment of the Chair, as opposed to no later than 5pm 1 clear working day prior to the issue of the Summons for the Annual Council Meeting.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council to:

- (a) approve amendments to Area Committee Procedure Rule 5, as set out in the appendix to the report, subject to the amendment proposed and agreed during discussion of the item being included in these amendments; and
- (b) remove the summary of delegated council functions, and appendix from Section 2A of Part 3 of the constitution.

110 Late Item - Review of Council Meetings

The Committee received a report which contained proposals arising from discussions with Group Leaders and Whips and asked the Committee to recommend to full Council the adoption of the new arrangements for Council Meetings outlined within the report, with the necessary consequential arrangements to Council Procedure Rules being delegated to the City Solicitor in consultation with Group Whips.

Members discussed the report in detail giving opinions on the proposals.

RESOLVED – Members of the General Purposes Committee resolved to recommend that full Council:

- (a) agree a reformatted Council day by:

- Introducing a new item to Council meetings, “Members’ community issues”.
 - Varying the order of Council business to allow for the receipt of recommendations from the Executive board and committees immediately after the item receiving reports from Statutory Officers.
 - Providing for full Council to receive minutes from joint authorities/committees, and the Leeds Initiative Strategic Partnerships, as well as committees.
 - Reducing the number of deputations to four.
 - Time limiting White Paper Motions, and reserving submission of the first to the opposition.
- (b) agree that two State of the City meetings be held each municipal year;
- (c) delegate to the City Solicitor the agreement, in consultation with Group Whips, of the necessary consequential changes to the council procedure rules to facilitate the new arrangements.

Members of the General Purposes Committee also resolved to:

- (d) review the revised arrangements during the course of the municipal year; and
- (e) note the options available to the Council to Live Stream Council meetings and request that a further report be prepared for consideration by no later than July 2012.

(Councillor J Procter left the meeting at 10:44am during the discussion of this item)

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NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 12TH APRIL, 2012

PRESENT: Councillor J Akhtar in the Chair

Councillors B Atha, S Bentley, J Chapman,
B Chastney, P Ewens, M Hamilton,
J Illingworth, J Matthews, L Yeadon,
G Harper and N Walshaw

OFFICERS: Chris Dickinson, West North West Area Support Team
Stuart Byrne, West North West Area Support Team
Jason Singh, Locality Manager, West North West Area
Stephen Walker, Deputy Director, Children's Services
Mick Parker, West North West Homes
Jude Wray, West North West Homes
John Grieve, Governance Services

MEMBERS OF THE PUBLIC:

Sue Buckle, SHCA, RPCC, FOWM
Sergeant Mark Pronger, West Yorkshire Police
Ben Fisher, Leeds University Union
Mercia Southon, NHPNA
Shelia Waterworth, KVCA & Local Resident
Ken Waterworth, KVCA & Local Resident
Martyn Thomas, Weetwood Residents Association
Luke Blumer, Local Resident, Leeds 6
Susie Green, NHPNA
Tony Green, NHPNA
Howard Eaglestone, SHCA
Victoria Jaquiss, Local Resident, Hyde Park
Ted Winter, RPCC
John Davision, Monkey HQ
Brien Senior, Local Resident, Leeds 6
Pervez Akhtar, SHCA
Ghaffar Karim, Local Resident
David Salinger, Local Resident
Amanda Jackson, University of Leeds

77 Declarations of Interest

There were no declarations of interest

78 Apologies for Absence

Apologies for absence were received from Chief Superintendent Oldroyd,
West Yorkshire Police

79 Open Forum

In accordance with paragraph 6.24 and 6.25 of the Area Committee Procedural Rules, the Chair allowed a period of up to 10 minutes for Members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

Disabled Parking Bay on Kirkstall Lane – A Kirkstall resident reported that the disabled parking bays on Kirkstall Lane appeared to have been replaced by a taxi rank. As a Blue Badge Holder, the resident was seeking clarification on the use of the parking bay.

Councillor Matthews reported that he was already aware of the issue and had made inquiries with the Highways Department and was currently awaiting a response. Councillor Yeadon reported that she too was aware of the matter and had contacted the Executive Board Member responsible and a response was awaited.

The Chair suggested that investigations were currently ongoing and clarification on the use of the parking bay would be provided at the next meeting.

80 Minutes of the Previous Meeting

RESOLVED –

- (i) With the inclusion of two additional attendees; Chris Webb and Bill McKinnon, the minutes of meetings held on 23rd February 2012 be accepted as a true and correct record.
- (ii) In respect of the Special Meeting held on 8th March 2012, Councillor Illingworth requested the inclusion of the words “Narrowing the gap” in the section “main areas of discussion were” (Minute No. 75 refers). With the inclusion of the requested wording the minutes were accepted as a true and correct record.

81 Matters Arising from the Minutes

Members considered a report by West North West Area Support which identified a number of issues requiring further action following the last meeting of the Area Committee.

City of Leeds School – Although not raised as an issue at the previous meeting, Councillor Ewans spoke of her dissatisfaction at the manner in which the Governing Body of City of Leeds School had been “stood down”. She said there had been no discussions with the school or the Governing Body on this issue, the absence of communication and lack of courtesy was disappointing.

A number of attendees suggested that the action by Children’s Services to stand down the Governing Body without notice was deplorable.

RESOLVED – That the contents of the report be noted.

82 Area Chair's Forum

RESOLVED – That the minutes of the Area Chair's Forum held on 13th January 2012 be received and noted

83 Environmental Services Development of the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report which sets out the services that were to be added to the Locality Team's portfolio and which should be included in the Service Level Agreement (SLA) for 2012/13.

The report also requested Members to confirm the local priorities, operational principles and service improvements to be included in the 2012/13 Service Level Agreement

Jason Singh, Locality Manager, West North West Area presented the report and responded to Members queries and comments.

In summary, specific reference was made to the following issues:

- Graffiti removal
- Gully cleansing
- New litter bins for the area
- Dog Wardens
- Removal of obsolete street furniture
- Litter picks to co-inside with social use
- PCSO's to be more proactive on enforcement issues particularly around the Woodhouse Moor area
- Preparations around Olympic events

It was suggested from the floor that Ward Members and interested parties undertake a walk of the area to view the extent of graffiti activity.

In responding the Chair offered to instigate arrangements for such a walk

RESOLVED –

- (i) To note the addition of further services to the scheme of delegation (Section 26 of the submitted report refers) and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10th February 2012 (Appendix A refers).
- (ii) To agree the development of the new SLA for 2012/13 to be submitted to this Area Committee in June 2012 for approval based on:
 - (a) the inclusion of the additional services

- (b) the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows
 - (c) the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
 - (d) the WNW Locality Team's responses to addressing the Area Committee Member's local priorities
 - (e) the WNW Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
 - (f) the refreshed service principles
- (iii) That arrangement be put in place for Ward Members and interested parties to undertake a walk of the area to view the extent of graffiti activity.

84 Children's Services Performance Report to Area Committees

The Director of Children's Services submitted a report which provided an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan at local area level. The report built on previous reports presented to this Area Committee in 2010 and 2011.

Included within the submitted report were the following appendices:

- Appendix 1 - Schedule of Information for Area Committee Reporting for 2012
- Appendix 2 - Child Friendly City Priorities
- Appendix 3 - Looked After Children, Child Protection Plan, Referrals and CAF Data
- Appendix 4 - Attendance, KS2, KS4 and Foundation Stage Data
- Appendix 5 - NEET and Known Data
- Appendix 6 - Primary and Secondary School Inspection Grades
- Appendix 7 – Children Centre Inspection Grades

Stephen Walker, Deputy Director of Children's Services presented the report and responded to Members queries and comments.

In summary, specific reference was made to the following issues:

- Child Friendly City Initiative
- Developing an Integrated Children's Service

- Leeds Education Challenge
- Locality Working – Children’s Services Cluster Developments
- Obesity Levels in Young Children
- Child poverty
- Welfare Reforms

Commenting on the contents of the report, Councillor Matthews suggested that the main contents of the report appeared to be common themes for all areas of the city, there were no specific issues identified for individual wards and ideally more localised information was required.

In responding Chris Dickinson, Area Management Officer said that for the purpose of future reporting arrangements Ward Members together with Children’s Services would be consulted to identify local issues and appropriate data.

RESOLVED

- (i) That the contents of the report be noted.
- (ii) That for the purpose of future reporting arrangements Ward Members together with Children’s Services would be consulted to identify local issues and appropriate data.

85 West North West homes Leeds involvement in Area Committees

West North West Homes submitted a report which provided an update on the involvement of West North West Homes (WNWHL) in the Area Committee process and making that involvement as meaningful and productive as possible.

Mick Parker, Neighbourhood Performance Manager and Jude Wray, Area Performance Manager, West North West Homes presented the report and responded to Members queries and comments.

In summary, specific reference was made to the following issues:

- Joint working arrangements with other agencies
- Performance issues associated with the major contractor for Council House maintenance

It was suggested that the Chair write to the Executive Member Neighbourhoods, Housing and Regeneration requesting an investigation into the performance issues associated with the major contractor for Council House maintenance.

RESOLVED

- (i) That the contents of the report be noted.

Draft minutes to be approved at the meeting
to be held on Thursday, 17th May, 2012

- (ii) That a further update report be submitted in six months time (autumn 2012).
- (iii) That the Chair, on behalf of the Area Committee, be authorised to write to the Executive Member Neighbourhoods, Housing and Regeneration requesting an investigation into the performance issues associated with the major contractor for Council House maintenance.

86 Wellbeing Fund 2011-12 Monitoring Report

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an end of year budget position for the Wellbeing Fund 2011/12 and supplied details of recent monitoring returns for Area Committee funded projects.

Included within the submitted report were the following appendices:

- Appendix 1 – Wellbeing Budget Statement 2011/12
- Appendix 2 – Summary of Small Grant Applications received
- Appendix 3 – Wellbeing Monitoring Summary

Stuart Byrne, Inner North West Area Support Team, presented the report and responded to Members queries and comments.

In summary, specific reference was made to the following issues:

- Revenue Budget calculation
- Wellbeing monitoring returns for 2011/12

RESOLVED

- (i) To note the end of year Wellbeing budget position for 2011/12.
- (ii) To note the contents of the Wellbeing monitoring returns for 2011/12.

87 Area Update Report

The Assistant Chief Executive (Customer & Performance) submitted a report which provided an update on the recent Sub Group business, Forum business and the current position relating to other project activity.

Included within the submitted report were the following appendices:

- Appendix 1 – Inner North West Area Committee Business Plan 2011 -15

- Appendix 2 – Inner North West Business Plan (Priorities for Action) 2011 -13

Stuart Byrne, Inner North West Area Support Team, presented the report and responded to Members queries and comments.

In summary, specific reference was made to the following issues:

- Student changeover
- Disappointment that the Transport Sub Group had not met for a considerable time
- The decision to refuse planning permission in respect of the Bodington Hall application had gone to appeal
- Position statement on the Tesco Store application at Kirkstall
- Design of the new litter bins for the area

RESOLVED

- (i) To note and action as appropriate the Key Messages from Sub Groups as set out in section 3 of the submitted report.
- (ii) To note the update on the work around Student Changeover.
- (iii) To receive a position statement on the Tesco Store application at Kirkstall.
- (iv) To approve the draft Area Business Plan and Action Plan for 2011-15.

88 Dates, Times and Venues of Area Committee Meetings 2012/13

The Chief Officer (Democratic and Central Services) submitted a report seeking the Area Committee's formal approval of the meeting schedule for the 2012/13 Municipal year.

The Area Committee were also requested to give consideration as to whether they wished to continue with the Committee's current meeting venue arrangements or whether they would like to any amendments to such arrangements.

John Grieve, Governance Services, presented the report and responded to Members queries and comments.

A number of attendees suggested that future meetings of the Area Committee should be held in the Civic Hall, Leeds.

In the discussion that ensue Members were of the opinion that some meetings should be held in the Civic Hall, Leeds, but not necessarily all.

Draft minutes to be approved at the meeting
to be held on Thursday, 17th May, 2012

RESOLVED – That the following dates be approved for meetings of the North West (Inner) Area Committee for the 2012/13 Municipal year (Start time 7.00pm) the venues for the meetings to be arranged by the Area Leader in consultation with Members:-

28th June 2012 (Civic Hall, Leeds)
20th September 2012
25th October 2012
13th December 2012
21st February 2013
11th April 2013
9th May 2013

89 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 17th May 2012 at 7.00pm in the Civic Hall, Leeds.

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 17TH MAY, 2012

PRESENT: Councillor J Akhtar in the Chair

Councillors B Atha, J Bentley, S Bentley,
J Chapman, M Hamilton, J Illingworth,
L Yeadon, G Harper, C Towler, J Walker
and N Walshaw

90 Declarations of Interest

There were no declarations of interest made at the meeting.

91 Apologies for Absence

Apologies were received from Dr R Tyler.

92 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor J Akhtar.

RESOLVED -

- (i) That the contents of the report and appendices be noted.
- (ii) That Councillor J Akhtar be elected as Chair for the 2012/ 2013 Municipal Year.

93 Nominations to Area Committee Sub Groups

The Assistant Chief Executive (Customer Access & Performance) submitted a report which set out the roles of the Inner North West Area Committee Sub Groups and sought nominations for each Sub Group including the position of Chair and the number of resident representatives on each.

RESOLVED – That Membership of the Sub Groups be determined as follows:

Planning Sub Group

Councillors: N Walshaw (Chair), S Bentley, J Illingworth and G Harper plus two resident representatives from each ward (Nominations for resident representation to be determined at the next meeting)

Environment Sub Group

Councillors: L Yeadon (Chair), C Towler, J Bentley, J Walker and J Akhtar plus one resident representative from each ward (Nominations for resident representation to be determined at the next meeting)

North West Transport Group

Councillor M Hamilton (Chair), J Illingworth, N Walshaw and C Towler (Nominations for resident representation to be determined at the next meeting)

94 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 28th June 2012 at 7.00pm in the Civic Hall, Leeds

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 26TH MARCH, 2012

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, D Collins,
R Downes, C Fox, G Kirkland, C Townsley,
P Latty and P Wadsworth

73 Chair's Opening Remarks

The Chair welcomed all in attendance to the meeting of the North West (Outer) Area Committee.

In addition, on behalf of the Committee, the Chair paid tribute to and thanked Councillor Graham Kirkland for his service both to the Committee and to the Council, together with the invaluable work he had undertaken in his Ward during his 45 years as an Elected Member, as this marked his final meeting of the North West (Outer) Area Committee, before stepping down from his position as a Leeds City Councillor.

74 Late Items

There were no late items as such, however, it was noted that supplementary information had been circulated to Committee Members following the despatch of the agenda, in the form of a further expression of interest for Wellbeing funding from the Adel Association, to be considered as part of the report entitled, 'Wellbeing Report' (Minute No. 82 referred).

75 Declaration of Interests

Councillor Anderson declared personal and prejudicial interest in respect of the expression of interest for Wellbeing funding entitled, 'Healthy Living for Older People', due to being an observer at the management committee meetings of OPAL (Older People's Action in the Locality) and also a personal and prejudicial interest in the expression of interest for Wellbeing funding entitled, 'No Cold Calling', due to his position in respect of the Adel Association. Both matters were considered as part of the item entitled, 'Wellbeing Report' (Minute No. 82 referred)

Further declarations of interest were made at later points in the meeting (Minute No. 82 referred).

76 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

77 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on the 6th February 2012, be approved as a correct record.

78 Matters Arising from Minutes

Area Update Report – Minute No. 70 – 6th February 2012

Members noted the low immunisation levels of vulnerable adults and children which had been highlighted at the previous meeting and the fact that the matter would be considered further by the Committee's Health and Wellbeing Sub Group.

It was stated that during a recent Scrutiny Board meeting, related statistics had come to light regarding immunisation levels across Leeds. In response, it was noted that such matters could be looked at as part of the Health and Wellbeing Sub Group's further consideration of the low immunisation levels of the Outer North West's vulnerable adults and children.

79 Environmental Services: Development of the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report providing details of the services which were to be added to the Locality Team's portfolio in respect of Environmental Services provision and therefore included within the associated Service Level Agreement (SLA) for 2012/2013. In addition, the report consulted the Area Committee upon those service areas which Members would like to be prioritised within the updated SLA.

The Committee noted that as further information on related matters was expected to be received shortly, it was proposed that formal consideration of the Area Committee's Environmental Services SLA was deferred to the June 2012 meeting, with the draft SLA being provided to Members in advance of this meeting, for consideration and comment.

In relation to the SLA, Members raised concerns regarding the respective negotiated agreements with Parks and Countryside and West North West homes Leeds ALMO which were yet to be established, and requested that such concerns were forwarded to the Head of Environmental Action for consideration.

RESOLVED –

- (a) That the formal consideration of the Environmental Services Service Level Agreement (SLA) for 2012/13 be deferred to the June 2012 meeting, with the draft SLA being provided to Committee Members in advance of this meeting for consideration and comment.
- (b) That in relation to the SLA, Members' concerns regarding the need to have the respective negotiated agreements with Parks and Countryside and the West North West homes Leeds ALMO established and operational, be forwarded to the Head of Environmental Action.

80 **Proposal to Develop Integrated Health and Social Care Teams**

The Director of Adult Social Care submitted a report providing details of the work which was currently being undertaken in Leeds which was aimed at improving the effectiveness of health and social care services across the city. The report described the approach of using demonstrator sites, which were being utilised in order to test out and develop a number of aspects of the proposed service model.

Following an introduction to the report from John Lennon, Chief Officer (Access and Inclusion), a question and answer session ensued. The key areas of discussion were as follows:-

- Members highlighted the key contribution that Ward Councillors could make to the development of the service provision model and the need to ensure that Ward Members were afforded sufficient opportunity to become involved in such matters.
- In responding to Members' enquiries, the Committee was provided with details regarding the funding arrangements which were in place for the development of the demonstrator sites, together with details of the Local Authority's role in the development of the service provision. Members noted that temporary funds had been allocated by Government towards the initial costs associated with service transformation, but concerns were raised at the fact that there was not to be an increase in funding for the Local Authority in the longer term.
- With regard to addressing service users needs, Members highlighted that a more preventative approach was needed to accompany the proposed changes in service delivery, in order to ensure that, wherever possible, service users remained in their own homes. The Committee highlighted the vital role of the Re-ablement Service, which looked to keep service users within their own homes.
- Responding to Members' enquiries, the Committee received details regarding the developments which had occurred which aimed to ensure that a joined up approach was being taken by the NHS and the Local Authority in respect of the delivery of health and social care services.
- Members highlighted their concerns regarding the lack of co-terminosity in place, specifically in respect of the geographical boundaries which the NHS worked to, when compared to those boundaries used by the Local Authority, West Yorkshire Police and the ALMOs.
- The Committee highlighted the need for a truly multi-agency approach to be taken when addressing health and social care issue.
- Assurances were sought specifically in respect of domiciliary care, and the need to ensure that value for money, together with a modernised service was achieved in this area.

RESOLVED –

- (a) That the content of the submitted report be noted.
- (b) That regular updates on the progress being achieved on the demonstrator sites be submitted to the Committee over the next 12 months, and that any future reports on such matters include further details regarding the associated costs and funding arrangements in place for this transformation of service delivery.

81 Joint Strategic Needs Assessment and Area Profiles

The Director of Public Health submitted a report which provided an update on the emerging priorities for the Outer North West area, which had arisen following the refresh of the Leeds Joint Strategic Needs Assessment (JSNA).

Having received a brief introduction to the report from Victoria Eaton, Consultant in Public Health and Tim Taylor of Adult Social Care, a question and answer session ensued. The main areas of discussion were as follows:-

- Members highlighted the striking differences which could be found within the life expectancy statistics for different communities within the same geographical area.
- Responding to Members enquiries, the Committee was provided with an explanation of how the data had been divided, and noted that the statistics for each Area Committee had been broken down into Middle Level Super Output Areas (MSOAs), an approach which was used nationally. Members noted that the minimum population for an MSOA was 5,000.
- The Committee received details of the range and age of the data which had been drawn on to compile the life expectancy statistics and considered the accuracy of such statistics.
- Members discussed how the statistics could be effectively utilised in order to address the health issues which had been revealed by the data compiled.

Having given consideration to the appropriateness of the recommendations detailed within the report, it was

RESOLVED –

- (a) That the contents of the submitted report be noted, together with the vital role which can be played by Ward Councillors in addressing the health needs of the area.
- (b) That further updates be provided to the Area Committee in due course, and as part of such updates, further detail be provided on the identification of the vulnerable groups in the area and the actions which are being taken to support them.
- (c) That as part of any further updates, details regarding the identification of the different agencies which are tasked with addressing such health

needs be provided, together with the work that they are currently undertaking.

82 Wellbeing Fund Budget Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those Small Grant applications which had been received to date.

In considering the Wellbeing application entitled, "Off-Road Bikes", Members received confirmation that the use of the bikes would be restricted to the four Outer North West Wards only.

The Chair requested that in future, all relevant Ward Members were fully briefed on Wellbeing applications affecting their Wards, prior to the matter being formally determined by the Area Committee.

RESOLVED –

- (a) That the current position of the Wellbeing budget, as set out within sections 2 and 3 of the submitted report, be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Site Based Gardener	Parks and Countryside	£23,534.00 (£13,357.00 Guiseley & Rawdon Ward and £10,777.00 Otley & Yeadon Ward) – Approved
Youth Service – Driver Training	Youth Service	£2,460.00 Revenue (615.00 per Ward) - Approved
Queen's Diamond Jubilee Celebrations Horsforth Party in the Park	Horsforth Town Council	£2,000.00 Revenue - Approved
Replacing Trees in the Cookridge Garden Estate	Cookridge Garden Estate (1919) Covenant Protection Association	Additional £300.00 Revenue - Approved
Healthy Living for Older People	Older People's Action in the Locality (OPAL)	£2,820.00 - Approved
Police Off-Road Bikes	West Yorkshire Police	£1,500.00 Revenue (£375 per Ward) - Approved
Golden Acre Car Park	Parks and Countryside	£30,000.00 Revenue – That Adel & Wharfedale

No Cold Calling Adel Association

contribute a maximum of £10,000.00 revenue and Otley & Yeadon contribute £5,000.00 revenue towards this project, with further discussions being held with Parks & Countryside on whether the scheme can be delivered on the basis of the funding that has now been committed. £1,494.00 Revenue – Approved, with the contribution to be agreed from WNWhL ALMO being deducted from the Committee’s total funding allocation.

(c) That the small grant and skip approvals, as detailed within section 5 of the submitted report, be noted.

(Having declared personal and prejudicial interests in the respective Wellbeing applications entitled, ‘No Cold Calling’ and ‘Healthy Living for Older People’ , Councillor Anderson left the room during the consideration of these applications and took no part in the voting thereof)

(During the consideration of this item, Councillor Collins declared a personal and prejudicial interest in the Wellbeing application entitled, ‘Queen’s Diamond Jubilee Celebrations – Horsforth Party in the Park’, due to being a member of Horsforth Town Council. In declaring this interest, Councillor Collins did not speak during the consideration of this matter or vote upon it)

(During the consideration of this item, Councillor J L Carter declared a personal interest in the Wellbeing application entitled, ‘Police Off-Road Bikes’, due to being Vice Chair of the West Yorkshire Police Authority)

83 Children's Services Performance Report to Area Committees

The Director of Children’s Services submitted a report providing an update on the key developments which had occurred in Children’s Services, following the previous update reports which had been considered by the Committee in 2010 and 2011 respectively.

Having received a brief introduction to the key points within the submitted report from Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, and Simon Flowers, Strategic Leader for Education Integration, a question and answer session ensued. The main issues raised were as follows:-

- Members requested that in future reports, comparative statistics from previous years are included in respect of the data presented to the Committee regarding the 15 key indicators.
- Responding to Members' enquiries, details were provided regarding the compilation of the statistics detailed within the submitted report and how the data overcame the fact that often, young people attended schools which were located outside of the Ward in which they resided. Members noted that data could be provided which encompassed all those young people who attended schools within the Outer North West area.
- The Committee noted that the 'not in employment, education or training (NEET)' statistics related to those young people between the ages of 16 – 19, and responding to Members' enquiries, the Committee received a definition of the 'not known' classification.
- With regard to those young people who fell within the NEET and 'not known' categories, Members were provided with details regarding how those individuals who fell within these categories were identified and tracked, should they have re-located. In addition, Members also discussed what the expected level for NEETs and 'not knowns' in the Outer North West area may be and were provided with details of the actions being taken to reduce such levels.
- The Committee highlighted the similar issues which connected those young people falling within the NEET and 'not known' categories with those issues which were raised earlier in the meeting, during the consideration of the report on the Joint Strategic Needs Assessment and also the report regarding health and social care reform. Members emphasised that the role which could be played by Children's Services in the future development of the Joint Strategic Needs Assessment and also the work which continued in respect of health and social care reform.
- Members requested that in respect of future reports submitted to the Committee, the data relating to pupils achieving 5+ GCSEs at grades A*-C was broken down further by individual school.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the comments made by the Area Committee in respect of the data within the submitted report be noted.

84 LDF Core Strategy - Publication Document

The Director of City Development submitted a report making the Committee aware of the public consultation exercise which was currently ongoing in respect of the Council's Core Strategy document. In addition, as part of that consultation process, the report sought comments from the Area Committee in respect of the soundness of that document.

Having received a brief introduction to the report, a question and answer session ensued. The key points raised were as follows:-

- Responding to Members' enquiries, the Committee was provided with details regarding the extent of the consultation being conducted;
- The Committee noted that Elected Members of the Council and members of the public would have the opportunity to contribute towards the selective Green Belt review, which was to be undertaken in due course as part of the overarching process;
- Members received assurances regarding the protected status of Green Belt areas within Leeds, during the consultation stage of the Core Strategy;
- The Committee received an update regarding the current position of the Government's new Planning Policy Framework which was scheduled to be unveiled and how such a Framework would supersede existing Planning Policy Guidance;
- Members requested access to the associated Site Allocations document when it became available;
- Members noted that one of the 'Housing Market Characteristic Areas' had been named Aireborough and received details regarding the boundaries which would form this area;
- Emphasis was placed upon the need for Leeds to have a Core Strategy in place, in order to ensure that as a planning authority, it could effectively defend any planning appeals it faced.

Following the question and answer session, the Committee raised several concerns and requested that such concerns were formally recorded and submitted as part of the associated consultation process:-

- Concerns were raised regarding the overarching levels of housing requirement which had been identified as part of Spatial Policy 6, specifically when considering the current low levels of housing demand and also in respect of the ability to deliver such significant levels of housing development, based on the number of new houses which had been built in recent years;
- The need to ensure that a more effective approach towards affordable housing was established as part of the Core Strategy, and the need to ensure that developers' were required to make adequate contribution towards such provision;
- The need for the Core Strategy to ensure that any new developments were made sustainable via the promotion of local employment opportunities, the establishment of effective transportation infrastructure and the development of any additional accommodation for education provision which was required as a result of such development. In addition, it was emphasised that the Core Strategy needed to ensure that developers were obliged to make adequate contribution towards such matters;
- Members raised concerns regarding the accuracy of the timings within the 'Accessibility Standards' as detailed within appendix 2 of the Core Strategy document;

- Representations were made regarding the fact that under the Core Strategy, Horsforth did not currently possess 'village' status, but rather formed part of the 'Main Urban Area'.

In conclusion, the Committee agreed that, in considering whether the Core Strategy document was sound, Members' comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

RESOLVED – That in considering whether the Core Strategy document is sound, the Committee's comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

85 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business. As such, the report provided details of the key messages from Area Committee Sub Groups and Area Forums, whilst also receiving an update in respect of projects and service provision, including the Area Committee's Business Plan.

Having considered the future operational arrangements for the Area Committee's Sub Groups, it was agreed that from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area Support Team, established a meeting schedule for each Sub Group for the duration of the municipal year. During the consideration of this matter, it was suggested that the membership of each Sub Group should include at least one representative from each of the four Outer North West Wards.

With regard to the Area Committee's Business Plan, which was appended to the submitted report, Members were requested to approve the Plan as a draft, with the proposed final document, incorporating Members' comments, being submitted to the June 2012 meeting for formal consideration.

RESOLVED –

- (a) That the contents of the submitted report, together with the comments made by the Committee, be noted.
- (b) That the Area Committee's Business Plan, appended to the submitted report, be approved as a draft document, with the proposed final document which incorporates Members' comments, being submitted to the June 2012 meeting for approval.
- (c) That the Area Support Team continue to monitor and develop the Business Plan, with the proposed final version being submitted to the June 2012 meeting.
- (d) That from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area

Support Team, establish a meeting schedule for each Sub Group for the duration of the municipal year.

86 Area Chairs' Forum Minutes

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting for comment the minutes of the Area Chairs' Forum meeting held on 13th January 2012.

Responding to enquiries relating to the minute entitled, 'Localism Act: Feedback from Area Committee Meetings', Members received further details regarding the discussion held at the Area Chairs' Forum meeting in respect of Area Committees' role in 'community planning'.

RESOLVED - That the submitted report, together with the content of the minutes from the Area Chairs' Forum meeting held on 13th January 2012, be noted.

87 Dates, Times and Venues of Area Committee Meetings 2012/2013

The Chief Officer (Democratic and Central Services) submitted a report which sought the Committee's formal approval of a meeting schedule for the 2012/2013 municipal year. In addition, the report invited the Committee to give consideration to the current meeting venue arrangements, and whether they wished to alter such arrangements.

The Chair requested that in future, Area Committee meetings were not scheduled for the Monday prior to full Council meetings, in order to avoid any potential clashes with political Group meetings.

RESOLVED – That the proposed 2012/2013 meeting schedule for the North West (Outer) Area Committee, as detailed within the submitted report be approved.

88 Date and Time of Next Meeting

2.00 p.m., Monday, 14th May 2012 in the Civic Hall, Leeds, LS1 1UR.

Meeting concluded at 4.25 p.m.

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 14TH MAY, 2012

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, R Downes, C Fox,
C Townsley, P Latty, P Wadsworth,
D Collins and S Lay

89 Appeals Against Refusal of Inspection of Documents

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

90 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

91 Late Items

There were no late items.

92 Declaration of Interests

There were no declarations of interest.

93 Apologies for Absence

There were no apologies for absence.

94 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

95 Minutes -

The minutes of the North West Outer Area Committee meeting held on 26th March 2012 were approved as a correct record.

96 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor P Wadsworth.

RESOLVED-

- a) That the contents of the report and appendices be noted; and
- b) That Councillor P Wadsworth be elected as Chair for the 2012/2013 Municipal Year.

97 Date and Time of Next Meeting

2pm Monday 18th June 2012, Civic Hall, Committee Room 1.

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 18TH JUNE, 2012

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, J L Carter,
B Cleasby, C Fox, P Latty, G Latty
D Collins and S Lay

1 Appeals Against Refusal of Inspection of Documents

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

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items.

4 Declaration of Interests

There were no declarations of interest made.

5 Apologies for Absence

Apologies for absence were received from Councillors Townsley, Campbell and Downes.

6 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present. The Chair expressed his disappointment that there were no members of the public present and considered it was important that better public attendance was achieved.

7 Minutes

The minutes of the North West Outer Area Committee meeting held on 14th May 2012 were approved as a correct record.

There were no matters arising from the minutes of the North West Outer Area Committee held on the 26th March 2012.

8 Consultation on Plain Packaging

Paul Lambert (Health Improvement Specialist NHS Airedale, Bradford and Leeds) presented information on a public consultation regarding the plain packaging of tobacco products.

Members considered the report in detail. Specifically highlighting the following issues:

- the plain packaging could potentially make it easy for packs of cigarettes to be counterfeited and that a greater focus should be made on illicit tobacco entering the UK;
- that improved warning signs need to be incorporated into new packaging and also that the contents of the cigarettes themselves needs to be clearly stated on the packaging; and
- Members also considered that a fresh approach should also be given educating young people on the dangers of smoking.

Members also considered that the revenue created by cigarette sales for the Treasury would be hard to replace and that ultimately tobacco is a legal product and people had the right to purchase it.

RESOLVED –

- (a) that the content of the submitted report be noted; and
- (b) that the comments made by the Area Committee be included in feedback to the Primary Care Trust.

9 Well-Being Fund Budget Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those small grant applications which had been received to date.

A lengthy discussion took place between Members on whether or not they wanted to fund a Localism Officer or Community Planner for the Outer North West Area. It was considered that more information surrounding what the role would entail, its cost and how it would be funded needed to be provided before a view could be taken.

RESOLVED –

- (a) that the current position of the Well Being budget, as set out in Section 2 and Section 3 of the submitted report be noted;
- (b) that the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within Section 4 of the submitted report:-

Name of Project: Horsforth PCSOs

Name of Delivery Organisation: West Yorkshire Police and Horsforth Town Council

Decision: £8,100 revenue (Horsforth Ward) **APPROVED**

Name of Project: Community Skips Budget

Name of Delivery Organisation: West North West Area Support Team

Decision: £4,000 revenue (Adel and Wharfedale, Guiseley and Rawdon and Otley and Yeadon Horsforth Wards: £1,000 per ward)

APPROVED

Name of Project: Small Grants Budget

Name of Delivery Organisation: West North West Area Support Team

Decision: £12,000 revenue (All wards £3,000) **APPROVED**

Name of Project: AVSED IT System

Name of Delivery Organisation: Aireborough Voluntary Services to the Elderly with Disabilities (AVSED).

Decision: £4,800 revenue (£3,300 Otley & Yeadon, £1,500 Guiseley & Rawdon). Deferred pending further discussions between Guiseley & Rawdon and Otley & Yeadon Members.

Name of Project: Additional Staff Resources for Otley Wharfemeadows Park and Yeadon Tarnfield Park

Name of Delivery Organisation: Park and Countryside

Decision: £2,998 revenue (Otley and Yeadon Ward)

APPROVED subject to confirming that Parks & Countryside still require the funding.

Name of Project: Otley Town Football Club

Name of Delivery Organisation: Otley Town Football Club

Decision: £5,000 capital (Otley and Yeadon ward)

APPROVED

Name of Project: Guiseley Theatre Gas Boiler

Name of Delivery Organisation: Guiseley (AOS) Theatre

Decision: £5,640 revenue (Guiseley and Rawdon Ward)

APPROVED

Name of Project: Aireborough Family Fun Afternoons and Summer Playscheme

Name of Delivery Organisation: Aireborough Extended Services / Guiseley Children's Centre

Decision: £4,356 revenue (£2,178 Guiseley and Rawdon Ward, £2,178 Otley and Yeadon Ward)**APPROVED**

Name of Project: CASAC Burglary Reduction

Name of Delivery Organisation: CASAC Leeds

Decision: £40,000 revenue requested, £20,000 approved (£5,000 per Wards) **APPROVED – the remainder of the requested funding to be approved at a later date following review of progress.**

(c) that a more detailed paper be prepared for the next meeting of the Area Committee detailing the benefits of having a Localism Officer, the costs of employing such an officer and what the post would entail.

10 Delegation of Environmental Services - Service Level Agreement 2012/13

The Locality Manager WNW Leeds (Jason Singh) presented a report of the Director of Environment and Neighbourhoods. The report presented to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality Team will be steered over the next year.

Members considered the report. Concerns were raised regarding the budget and whether all services can be delivered due to financial constraints.

Members congratulated Jason Singh and his staff on the delivery of the Environmental Service which has seen some improvements during the past year and also staff in the West North West Locality Team for their continued support in this matter.

RESOLVED –

- (a) that the contents of the report be noted; and
- (b) that the Service Level Agreement attached at Appendix A to the report be noted.

11 Area Committee Community Engagement Plan

The Committee considered the report of the Assistant Chief Executive (Customer Access and Performance). The report described a community engagement plan for the North West Outer Area Committee and sets out how the Area Committee will fulfil its delegated responsibility for engagement.

Members considered the plan to improve the functioning of community forums and considered the proposed engagement activity in support of the Business Plan.

Draft minutes to be approved at the meeting
to be held on Monday, 24th September, 2012

RESOLVED -

- (a) that the contents of the report be noted; and
- (b) to receive a further report in the Autumn to review progress made in relation to community engagement.

12 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business. As such, the report provided details of the key messages from Area Committee Sub Groups and Area Forums, whilst also receiving an update in respect of projects and service provision, including the Area Committee's Business Plan.

RESOLVED –

- (a) that the contents of the report be noted;
- (b) that the four year Business Plan attached at Appendix 1 be approved and that it be agreed to refresh it on an annual basis;
- (c) that the Area Support Team continue to monitor and develop the Business Plan; and
- (d) that Appendix 3 to the report entitled Fuel Poverty Area Committee Champions Role and that Councillor Anderson be appointed as Fuel Poverty Champion for the Area Committee.

13 Area Committee Sub Groups

The Area Committee considered a report of the Assistant Chief Executive (Customer Access and Performance). The report sought Members views on the relevance and frequency of sub groups in the outer north west. The report also set out the roles of the North West Outer Area Committee sub groups and sought nominations for elected member representatives from each ward to each sub group. The position of Chair was also sought for each group.

Members considered that each ward Member should only chair one sub group.

During consideration of this item issues surrounding Leeds Bradford International Airport were discussed. Members requested that a representative of the airport should be invited to attend a future meeting of the Area Committee.

RESOLVED –

- (a) that Environmental Sub Group should meet six times per annum, Health and Well Being Sub Group to meet three times per annum with the remainder of sub groups to meet four times per annum;
- (b) that the following Members be elected as representatives to the sub groups featured in the table below;
- (c) that the following Members be elected as Chairs to the sub groups featured in the table below;
- (d) that the Chairs of the sub groups meet together 2 or 3 times per year as a Policy Group.

Community Safety Sub Group

Councillor Fox – Adel and Wharfedale – Chair;
Councillor Collins – Horsforth;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Lay – Otley and Yeadon.

Environment Sub Group

Councillor Anderson - Adel and Wharfedale – Chair;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Cleasby – Horsforth;
Councillor Campbell – Otley and Yeadon

Children and Young People's Sub Group

Councillor P Latty – Guiseley and Rawdon - Chair;
Councillor Fox – Adel and Wharfedale;
Councillor Collins – Horsforth;
Councillor Downes Otley and Yeadon;

Health and Well – Being Sub Group

Councillor G Latty – Guiseley and Rawdon – Chair
Councillor Anderson - Adel and Wharfedale;
Councillor Cleasby – Horsforth;
Councillor Lay – Otley and Yeadon

Transport Sub Group

Councillor Cleasby – Horsforth – Chair;
Councillor Anderson - Adel and Wharfedale;
Councillor Wadsworth – Guiseley and Rawdon;
Councillor Downes Otley and Yeadon.

(e) That a deputy Area Committee Chair be considered at the next meeting of the Area Committee in order that all wards are represented on the Policy group.

(f) That a representative of the LBIA be invited to a future meeting of the Area Committee.

14 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to the appointment of representatives to those outside bodies falling within the Community and Local Engagement category, which had been delegated to the Area Committee to determine.

RESOLVED –

- (a) That the contents of the submitted report and appendices be noted; and
- (b) That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2012/13 municipal year:-

Aireborough Voluntary Services to the Elderly with Disabilities	Councillor Downes
Bramhope Youth Development Trust	Councillor Fox
Horsforth Live at Home Scheme	Councillor Cleasby
ALMO Outer North West Area Panel	Councillor G Latty Councillor Fox

15 Date and Time of Next meeting

2pm, Monday 24th September 2012.

The meeting ended at 4:15pm

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 12TH MARCH, 2012

PRESENT: Councillor G Hussain in the Chair
Councillors S Hamilton, M Harris,
M Rafique and E Taylor

76 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of North East (Inner) Area Committee.

77 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during the consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix 1 to the supplementary information referred to in Minute No. 89 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered that the public interest in maintaining the content of Appendix 1 as exempt outweighs the public interest in disclosing the information at this point in time.

78 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Proposed LeedsWatch CCTV Installation – Chapeltown and Amendment to Wellbeing – Well Being Fund Revenue Budget (Agenda Item 12) (Minute 89 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

79 Declaration of Interests

The following personal declaration of interest was made at the meeting:-

- Councillor E Taylor in her capacity as Lead Member for Environmental Services (Agenda Item 15) (Minute 91 refers)

80 Apologies for Absence

Apologies for absence were received on behalf of Councillors R Charlwood, J Dowson and C Macniven.

81 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by members of the public.

82 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 30th January 2012 be confirmed as a correct record.

83 Matters Arising from the Minutes

a) Update on Leeds Citizens Panel (Minute 6 refers)

Further to minute 60 of the meeting held on 12th December 2011, the East North East Area Leader submitted a progress report on the Leeds Citizens Panel for the information/comment of the meeting.

RESOLVED – That the contents of the report be noted.

b) Open Forum – Proposal to alleviate parking issues on Moorland Drive (Minute 65 a) refers)

Councillor M Harris referred to the above issue and enquired on the latest developments.

Nicola Denson, East North East Area Officer responded and informed the meeting that there was no ward based initiative funding available to cover the costs of the proposals. Following a recent site visit, an application for Section 106 funding would be made and should this be unsuccessful, other funding opportunities with outside partners would be explored.

84 Children's Services Performance Report to Area Committees

The Director of Children's Services submitted a report providing Members with an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan, where possible a local area level. The report also built on previous reports presented to Area Committees in 2010 and 2011.

The following officers were in attendance and responded to Members' queries and comments:-

Nigel Richardson, Director of Children's Services

Paul Brennan, Interim Director for School Improvement, Children's Services

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- the need to recognise the valuable work and achievements made to date following an Integrated Children's Services
- clarification of how many clusters there would be within the Inner North Leeds area
(The Director of Children's Services responded and confirmed that there would be three clusters within the Inner North Leeds area. He agreed to supply Members with a map via East North East Area Management)
- clarification of the family breakdown statistics around poverty, housing and education etc
- clarification of how the authority was performing in relation to level of achievement
- the need to revisit the city priority on litter and dog fouling between Environmental Services and Children's Services in relation encouraging people to take responsibility for their action
(The Director of Children's Services responded and agreed to liaise with the Manager of Street Cleansing and Enforcement (ENE Locality) with a view to bringing an update on this issue to a future meeting)
- clarification of the transient population criteria
- the need to discuss the statistical information in more detail through the leadership teams and at Ward Member meetings with a view to examining closely the issues affecting a local area
- clarification of the support provided to the number of people who were 'Not in Education Employment or Training' (NEET) and on how the authority reached this group of people
- the need for the authority to review the school admissions process and guidelines with a view to raising aspirations, attainments and cohesion around partnership working
- clarification of the formula used behind the disappointing statistics in the Burmantofts, Harehills and Gipton wards and whether or not it was the same core of families who were contributing to these negative outcomes

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That further discussions be undertaken between the East North East Area Leader and Director of Children's Services with a view to following up the issues discussed at today's meeting.

(Councillor S Hamilton joined the meeting at 4.15pm during discussions of the above item)

(Councillor M Rafique joined the meeting at 4.20pm during discussions of the above item)

Minutes approved as a correct record at the meeting held on Monday, 18th June, 2012

85 LDF Core Strategy - Publication Document

The Director of City Development submitted a report on the LDF Core Strategy – Publication Document.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Core Strategy – Development Plan Document – Publication Draft – Comments Form
- Core Strategy Key Diagram – Incorporating the Area Committee Boundaries

The following officers were in attendance and responded to Members' queries and comments:-

David Feeney, Head of Forward Planning and Implementation, City Development

Lyla Peter, Team Leader, Forward Planning and Implementation, City Development

The Committee noted that the deadline for comments on the Core Strategy was 12th April 2012.

Specific reference was made to population growth and of the city wide implications around site allocations and the work to be brought forward in this regard.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Members of the Committee be encouraged to forward their individual comments on the LDF Core Strategy to the Head of Forward Planning and Implementation, City Development by the 12th April 2012 deadline and to be open and honest with their views in order to achieve a collective view.

86 Dates, Times and Venues of Area Committee Meetings 2012/13

The Chief Officer (Democratic and Central Services) submitted a report on a request for Members to give consideration to agreeing the dates and times of their Area Committee meetings for the 2012/13 municipal year.

RESOLVED –

- a) That the contents of the report be noted.
- b) That approval be given to the following dates as outlined in Section 3.1 of the report:-
 - 18th June 2012
 - 3rd September 2012
 - 15th October 2012
 - 10th December 2012
 - 28th January 2013

Minutes approved as a correct record at the meeting held on Monday, 18th June, 2012

- 11th March 2013
- 13th May 2013

N.B. All meetings to commence at 4.00pm

- c) That the meeting venues continue to alternate between the Civic Hall and the Reginald Centre.

87 Area Committee Forward Plan 2012/13

The East North East Area Leader submitted a report providing Members with an update of the reports expected to be presented during the 2012/13 municipal year, together with details of a plan of how the meetings were suggested to be themed across the year to try and engage with more people.

Appended to the report was a copy of a document entitled 'Inner North East Area Committee Forward Plan 2012/13' for the information/comment of the meeting.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the forward plan contents for the Inner North East Area Committee 2012/13 in accordance with the report now submitted.

88 Inner North East Area Business Plan Refresh and Community Charter

The East North East Area Leader submitted a report providing the meeting with a draft refreshed Business Plan for the Inner North East Area for 2012/13 which highlighted the priorities and ways of working for the forthcoming year. The report also contained a draft Community Charter for consideration and it was noted that further discussions would take place at ward member meetings on content, with a final copy being brought back to the June Area Committee for approval.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inner North East Area Committee Business Plan 2012-13
- Inner North East Area Committee – Your Charter Your Priorities Actions for 2012/13

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Prior to considering the recommendations contained within the report, the Committee conveyed their thanks to officers for their work in relation to the Inner North East Area Business Plan.

RESOLVED –

Minutes approved as a correct record at the meeting held on Monday, 18th June, 2012

- a) That the contents of the report and appendices be noted and welcomed.
- b) That approval be given to the Inner North East Area Business Plan for 2012/13 in accordance with the report now submitted.
- c) That approval be given to the draft format of the Community Charter 2012/13 as now outlined and that this Committee notes that the final charter would be submitted for approval at the June Area Committee meeting after consultation at Ward Member meetings.

89 Well Being Fund Revenue Budget

The East North East Area Leader submitted a report on an update on the current position of the revenue budget for the Inner North East and setting out applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Inner North East Area Committee Well-Being Budget 2011-12 Period 6 (Appendix 1 refers)
- Complete list of applications for the Inner North East area (Appendix 2 refers)
- Project Plan showing the spread of activities across the summer holidays (Appendix 3 refers)

In addition to the above documents, a copy of a supplementary item entitled 'Proposed LeedsWatch CCTV Installation – Chapelton and Amendment to Wellbeing' was circulated prior to the meeting for Members' consideration.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

She provided the meeting with an update on the wellbeing for summer projects and the Committee noted that £51,880 so far had been recommended to spend, with a total amount in pot of £55,000.

As a result there had been a suggestion to agree to spend at the Area Committee the following additional projects:-

- £1,152 for Body Image at the City Learning Centre
- £779.12 for a Programme and Electronics at the City Learning Centre
- £1,500 to be used to commission a play scheme for the Roundhay ward

Detailed discussion ensued on the contents of the report and appendices.

Following consideration of Appendix 1 to the submitted supplementary item, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the wellbeing portion of funding of £51,880 to be spent on 2012 young people's activities as outlined in Section 3.1.7 of the report now submitted.
- c) That in addition to funding the above activities, approval be given to allocating spending on the following projects:-
 - £1,152 for Body Image at the City Learning Centre
 - £779.12 for a Programme and Electronics at the City Learning Centre
 - £1,500 to be used to commission a play scheme for the Roundhay ward
- d) That funding for MAECare and Northcall be refused as they were for ongoing project support for staffing.
- e) That approval be given to a small grant of £500 to the West Indian Centre towards their welcome to Chapeltown project.
- f) That approval be given of £2,000 for the New World Steel Orchestra which matches the amount raised in subscriptions over the year.
- g) That approval be given of £500 from the consultation budget for surveys in the Neighbourhood Improvement areas.
- h) That approval be given for the additional £7,500 to be allocated to the Leedswatch CCTV Installation project and, in principal, for the next four years.
- i) That approval be given for the reduction in funding to probation to create a joint Inner North East and Inner East community payback team in accordance with the report now submitted.

90 Priority Neighbourhood Update Report

The East North East Area Leader submitted a report with the aim of discussing the two priority neighbourhoods and providing context to the 2011 neighbourhood Index information adding to the contents of the two draft Neighbourhood Improvement Plans.

The report also provided a refreshed Neighbourhood Improvement Plan (NIP's) for the priority neighbourhoods and allowed the Committee to comment and examine these plans.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Chapeltown and Scott Hall Neighbourhood Improvement Plan 2011-12
- Meanwood Neighbourhood Improvement Plan 2011-12
- Moor Allerton Partnership (MAP) Neighbourhood Improvement Plan 2011-12

Steve Lake, Neighbourhood Manager, Inner North East, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

Specific reference was made to the following issues:-

Minutes approved as a correct record at the meeting held on Monday, 18th June, 2012

- clarification of the achievements outlined in the Queenshill Estate *(The Neighbourhood Manager, Inner North East responded and informed the meeting that it was difficult to collate the specific information in this area. He agreed to raise this issue with his colleagues and to report back the discussions via the Ward Member meetings)*
- the need to continue challenging the environmental issues in the Beckhills Estate

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes and welcomes the updated Neighbourhood Improvement Plans as now outlined.
- c) That approval be given to the neighbourhood improvement priorities within the Neighbourhood Improvement Plans for the next twelve months.

91 Environmental Services - Consultation on locally delegated and managed services and revised priorities for the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report providing Members with an update on services previously managed at a city wide level that were to be delegated to the Area Committee to oversee and managed through the Locality Team.

The report also confirmed the local priorities, operational principles and service improvements to be included in the 2012/13 Service Level Agreement (SLA) to be agreed between the new service and the Inner NE Area Committee at the June meeting.

Appended to the report was a copy of a document entitled 'Area Committee Function Schedules' for the information/comment of the meeting. John Woolmer, Manager of Street Cleansing and Enforcement (ENE Locality), Environment and Neighbourhoods presented to the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification if any provision had been given to extra resources for cleaning up operations resulting from Jubilee Street parties *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and informed the meeting that it was the organisers responsibility to clean up after a street party. However a bid for contingency would be made as a back up arrangement)*
- the need to increase in the provision of more litterbins as a priority and to review the position in 12 months time *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and agreed to this request)*

- clarification of the latest developments in relation to tackling dog fouling issues across the city
(*The Manager of Street Cleansing and Enforcement (ENE Locality) responded and agreed to address this further at the Ward Member meetings*)

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the addition of further services to the delegation as referred to in section 26 and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10th February 2012.
- c) That approval be given to the development of the new Service Level Agreement for 2012/13 to be brought to the June meeting for approval based on:
 - i. the inclusion of the additional services
 - ii. the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows
 - iii. the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
 - iv. the ENE Locality Team's responses to addressing the Area Committee Member's local priorities
 - v. the ENE Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
 - vi. the refreshed service principles
- d) That in relation to the ongoing issues around dog fouling, this be addressed further at the Ward Member meetings.

92 East North East Welfare Reforms Project Team

The East North East Area Leader submitted a report providing Members with an update of the work undertaken in the east north east to support the work of the citywide welfare reforms strategy.

The report also highlighted the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders were prepared for, and are able to respond to, the issues and requirements arising from the welfare reforms programme.

Appended to the report was a copy of a document entitled 'Welform Reform Strategy – Report of the Deputy Chief Executive and Director of Resources – Executive Board – 10th February 2012' for the information/comment of the meeting.

Sharon Hughes, Area Improvement Manager, East North East Area Management presented the report and responded to Members' queries and comments.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the progress made in the local area to develop an action plan to mitigate the impact of the welfare reform changes to come into force in April 2013.
- c) That this Committee supports the development of communication strategy to underpin the work of the city wide strategy and focuses on the needs of residents within the east north east.
- d) That this Committee notes the action taken to support customers since the welfare reform changes which came into effect in January 2012.

93 Date and Time of the Next Meeting

Monday 21st May 2012 at 3.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.35pm)

NORTH EAST (INNER) AREA COMMITTEE

THURSDAY, 10TH MAY, 2012

PRESENT: Councillor G Hussain in the Chair

Councillors R Charlwood, S Hamilton,
C Macniven, M Rafique, E Taylor and
B Urry

94 Chair's Opening Remarks

The Chair welcomed everyone to the Special Meeting of the North East (Inner) Area Committee.

He congratulated those Members who had been re-elected at the recent local elections and also welcomed Councillor B Urry, Roundhay ward to his first meeting.

95 Declaration of Interests

There were no declarations of interest made at the meeting.

96 Apologies for Absence

Apologies for absence were received on behalf of Councillors J Dowson and A Sobel.

97 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor G Hussain.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Councillor G Hussain be elected as Chair for the 2012/2013 Municipal Year.

98 Date and Time of the Next Meeting

Monday 18th June 2012 at 4.00pm at the Reginald Centre, 263 Chapletown Road, Leeds 7.

(The meeting concluded at 6.10pm)

Minutes approved as a correct record at the meeting held on Monday, 18th June, 2012

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 18TH JUNE, 2012

PRESENT: Councillor G Hussain in the Chair

Councillors S Hamilton, C Macniven,
A Sobel and B Urry

1 Chair's Opening Remarks

The Chair welcomed all in attendance to the June meeting of North East (Inner) Area Committee. He particularly welcomed Councillor A Sobel, Moortown ward to his first meeting.

He also informed the meeting that Councillor A Sobel had recently lost his father-in-law and on behalf of the Committee he conveyed his condolences.

In closing, he informed the meeting that due to the absence of the three Chapel-Allerton Ward Members, the meeting was in-quorate.

At the request of the Chair, Mr S Robinson, Governance Services outlined the protocol for Members' guidance.

2 Declaration of Interests

The following personal declarations were made at the meeting:-

- Councillor A Sobel in his capacity as a Director of Chapelton Development Trust (Agenda Item 9)(Minute 13 refers)
- Councillor G Hussain in view of the fact that one of his relatives owns one of the properties referred to within the report (Agenda Item 11)(Minute 15 refers)
- Councillor S Hamilton in her capacity as a Member on the West Yorkshire Fire and Rescue Service (Agenda Item 14)(Minute 9 refers)

3 Apologies for Absence

Apologies for absence were received on behalf of Councillors R Charlwood, J Dowson, M Rafique and E Taylor.

4 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by members of the public.

5 Minutes of the Previous Meetings

RECOMMENDED - That the minutes of the meetings held on 12th March 2012 and 10th May 2012 be confirmed as a correct record.

6 Matters Arising from the Minutes

- a) Open Forum – Proposal to alleviate parking issues on Moorland Drive (Minute 83 a) refers)

Councillor S Hamilton referred to the above issue and enquired if an application for funding had been explored.

Nicola Denson, East North East Area Officer responded and informed the meeting that Section 106 funding was not applicable to this application. However she confirmed that costings had been obtained and agreed to refer this information to the Moortown Ward Members for further discussions.

- b) Children's Services Performance Report to Area Committees (Minute 84 refers)

Councillor C Macniven referred to the above issue and enquired on the latest developments with regards to the three clusters within the Inner North Leeds area.

Rory Barke, East North East Area Leader responded and agreed to provide Members of the Area Committee with a briefing note on this issue, together with a map of the clusters in conjunction with the Director of Children's Services.

Councillor A Sobel enquired on the availability on an update in relation to revisiting the the city priority on litter and dog fouling between Environmental Services and Children's Services in relation to encouraging young people to take responsibility for their action.

John Woolmer, East North East Locality Manager was in attendance for this item and provided the meeting with a verbal update following recent discussions held with the Director of Children's Services on this issue. He also agreed to consult with schools within the area in relation to progressing this matter further.

7 North East Divisional Community Safety Partnership Annual Report

The North East Divisional Community Safety Partnership submitted a report updating the meeting on the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2011/12.

The report also provided an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- North East Police Divisional Targets (Appendix 1 refers)
- Structure chart for the North East Divisional Community Safety Partnership (Appendix 2 refers)
- Summary of POCA projects funded in the Inner North East area (Appendix 3 refers)

Beverley Yearwood, Area Community Safety Co-ordinator, Environment and Neighbourhoods presented the report and responded to Members' queries and comments.

Chief Inspector Mick Hunter, West Yorkshire Police was also in attendance and provided the meeting with background details.

Members attention was drawn to paragraph 3.23 of the report and it was noted that in the table provided, the cumulative figure on the number of offences for 2011-12 within the Chapel-Allerton ward for March should have been 309 and not 409 as stated.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- clarification of the latest developments in relation to alley gating on Stonegate Road
(The Area Community Safety Co-ordinator responded and outlined the current planning/statutory notices procedures which was hoped to be completed within the next three months)
- clarification of the incidents reported in relation to hate crime (MARAC) and reasons behind a decline in the figures
- clarification of the merits of Operation Aphid being introduced within Meanwood Park to alleviate on going problems in this area
(Chief Inspector Hunter responded and agreed to discuss this suggestion with his colleague, Inspector Briggs who would report back the outcome to Councillor Sobel in due course)
- the need for the Area Committee to congratulate the police and officers on the excellent progress/outcomes made to date in this area
- clarification if the authority were making maximum use of the Community pay back scheme initiative

In concluding discussions, Rory Barke, East North East Area Leader informed the meeting that he was delighted to hear the positive comments made by Members at today's meeting. He confirmed that all agencies were working well in this area and that this pattern was set to continue in the coming year.

RECOMMENDED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Committee continues to support the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary

Dwelling during 2011/12 through partnership work at neighbourhood level in accordance with the report now submitted.

- c) That the police and officers be congratulated on the excellent progress/outcomes made to date in this area.

8 ALMO Target Hardening Programme

The Chief Executive East North East Homes Leeds submitted a report on progress in relation to the ALMO Target Hardening Programme.

Steve Hunt, Chief Executive, East North East Homes Leeds presented the report and responded to Members' queries and comments.

Angelena Fixter, Chair, East North East Homes Leeds Board was also in attendance to provide the meeting with background details.

In summary, specific reference was made to the following issues:-

- clarification of the well-being funding element for each ward
- clarification of the remit of CASAC and whether they had an assessment role within the process
- clarification of the how the programme would be publicised to vulnerable and/ or elderly owners

RECOMMENDED –

- a) That the contents of the report be noted.
- b) That the North East (Inner) Area Committee notes the action taken to tackle burglary in Council properties by target hardening of locks and associated work in accordance with the report now submitted.
- c) That the request for approval to make a contribution of £4,500 (£1,500 per ward) in 2012/13 to support the programme in providing replacement locks for vulnerable and/or elderly owners in the Chapel Allerton, Moortown and Roundhay Wards be discussed under the Well-being Fund Revenue budget item (Minute 3 refers).

9 West Yorkshire Fire and Rescue Service - Annual Report

The West Yorkshire Fire and Rescue Service submitted a report on the West Yorkshire Fire and Rescue Service Annual Report.

The main purpose of the report was to cover the following specific areas:-

- update on current performance
- update on Prevention and Protection interventions carried out in the past year
- New Local Area Risk Reduction Teams(LARRT's)

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Chapel – Allerton Ward Incidents May 2011 – April 2012 (Appendix A refers)
- Moortown Ward Incidents May 2011 – April 2012 (Appendix A refers)
- Roundhay Ward Incidents May 2011 – April 2012 (Appendix A refers)
- Maps showing Home Fires safety checks carried out in 12 month period 1/5/11-31/4/12 within the three wards (Appendix B refers)

Nigel Kirk, West Yorkshire Fire and Rescue Service presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification of the reasons behind the disparity of home safety figures in the Moortown area
(Mr Kirk responded and outlined the current resourcing difficulties within the Fire Service, but emphasised that it was the vision of the Fire Service to target the most vulnerable during difficult times)
- clarification of the consultation process undertaken in relation to fire flyer stickers and the need to consult with the Leeds Jewish Housing Association on Stonegate Road
(Mr Kirk responded and agreed to comply with this request)
- reference to a serious fire at Elmete School on 19th May 2012 and the need for the Fire Service to brief Children's Services about the dangers of Council owned buildings that were in a state of dis-repair
(Mr Kirk responded and agreed to comply with this request)

In concluding discussions, Rory Barke, East North East Area Leader requested a verbal update at today's meeting on the extensive consultation undertaken in 2011 which resulted in the approval of a merge of Gipton and Stanks fire stations into to a newly built Station in the Killingbeck area. He also raised the concerns expressed by Members at a previous meeting in relation to the removing the 2nd fire appliance from Moortown and to replace it with a smaller Fire Response Unit (FRU).

In response, Mr Kirk provided the meeting with a brief resume of the current consultation process with reference to planning approvals and estimated timescales.

RECOMMENDED – That the contents of the report and appendices be noted.

10 Delegation of Environmental Services - 2012/13 Service Level Agreement

The East North East Locality Manager, Environment and Neighbourhoods Directorate submitted a report in relation to the Environmental Service Level Agreement for 2012/13.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

'Inner North East Area Committee – Services Level Agreement 2012/13 – Delegation of Environmental Services'

John Woolmer, East North East Locality Manager, Environment and Neighbourhoods Directorate presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- the need for the Area Committee to acknowledge that the work had made a significant difference within the locality
- clarification of this year's budget allocation
- clarification if the department would be reviewing the improvement plan against measured targets in six/twelve months time
(The East North East Locality Manager responded and informed the meeting that review reports would be submitted to Environmental Sub Group meetings for consideration)

In concluding, the East North East Locality Manager circulated a briefing note on the 'Locality and City Centre Teams Olympic Torch' plan for the information of the meeting.

RECOMMENDED-

- a) That the contents of the report and appendices be noted and welcomed.
- b) That approval be given to the Service Level Agreement for the delivery of delegated environmental services during the 2012/13 municipal year in accordance with the report now submitted.

(Councillor S Hamilton left the meeting at 5.05pm during discussions of the above item)

11 East North East Welfare Reform Project Team

The East North East Area Leader submitted a report providing the meeting with an update of the work undertaken in the east north east to support the work of the citywide welfare reform strategy.

The report also highlighted the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders were prepared for and are able to respond to, the issues and requirements arising from the welfare reform strategy.

Appended to the report was a copy of the timetable for welfare reform and cuts in benefits for the information/comment of the meeting.

Sharon Hughes, East North East Area Improvement Manager presented the report and responded to Members' queries and comments.

The Committee noted that a information session would take place on 27th June 2012 for Community Voluntary Organisations.

In summary, specific reference was made to the following issues:-

- the need for the Area Committee to welcome the report and acknowledge the excellent work being undertaken with vulnerable groups i.e. mentally ill; those living in residential care etc
- clarification of the links being undertaken with Adult Social Care (*The East North East Area Improvement Manager responded and confirmed that this was being addressed. She also updated the meeting on the support being provided by the Credit Union and of the fact that East North East Homes Leeds were currently preparing a promotional pack*)
- the importance of disseminating the information as quickly as possible

RECOMMENDED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Committee notes the progress made since the last update in March 2012.

(Councillor A Sobel left the meeting at 5.30pm during discussions of the above item)

12 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and requested the meeting to determine the appointments to those organisations which fall into the Committee to make an appointment in accordance with the submitted schedule.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appointments to Outside Bodies Procedure Rules (Appendix 1 refers)
- Area Committee Appointments to Outside Bodies Schedule (North East Inner) (Appendix 2 refers)

RECOMMENDED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the following annual appointments for 2012/13:-

Outside Body

Moor Allerton Elderly Care

Appointee

Councillor R Charlwood
(subject to confirmation
by Chapel-Allerton
ward Members)

Community Action for Roundhay Elderly

Councillor C Macniven

East North East ALMO Area Panel

Councillor B Urry/
Councillor A Sobel

13 Well Being Fund Revenue Budget

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue well being funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Framework for Area Committee Sponsored Apprenticeships – Report of Area Leader (East North East) (Appendix 2 refers)
- Potential model for Area Committee sponsored apprenticeships (Appendix 3 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

RECOMMENDED-

- a) That the contents of the report and appendices be noted.
- b) That, subject to agreement from Chapel-Allerton/Moortown Ward Members, approval be given, in principle, to £2,937.50 from the Area Committee pot to West Yorkshire Police in accordance with the report now submitted.
- c) That should no funding be received from the Chapel-Allerton/Moortown Wards in relation to the above application, approval be in given, in principle, to funding the amount from the Roundhay Ward pot.
- d) That, subject to agreement from Chapel-Allerton/Moortown Ward Members, approval be given, in principle, to funding the £4,500 from the Area Committee pot for the target hardening programme for East North East to be able to upgrade the door security of properties that were not in their ownership in accordance with the report now submitted.
- e) That approval be given to match funding an Area Committee apprentice post at a cost £6,240 per year in accordance with the report now submitted and that a detailed implementation paper on this issue be submitted to the September meeting for consideration.

14 Inner North East Community Charter and Promises

The East North East Area Leader submitted a report seeking Area Committee approval for the 2012/13 Community Charter and setting out the proposed top three priorities for 2012/13 and reporting mechanism for all actions.

The Area Committee was also asked to agree the membership of the Environment and Wellbeing sub-groups.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- final draft Community Charter (Appendix 1 refers)
- current mailing list (Appendix 2 refers)
- Performance Plan with reference to the three priorities for action and recommended reporting mechanism (Appendix 3 refers)
- Inner North East Area Committee Forward Plan 2012/13 (Appendix 4 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

RECOMMENDED –

- a) That the contents of the report and appendices be noted.
- b) That, subject to the receipt of any further comments from Members of the Committee before 27th June 2012 deadline, approval be given to the Inner North East Area Community Charter for 2012/13 and to review and approve the mailing list in accordance with the report now submitted.
- c) That approval be given to the top three priorities and actions for 2012/13 and reporting mechanisms in accordance with the report now submitted.
- d) That consideration of the membership and nomination arrangements of the Area Committee sub groups be deferred until the next meeting in September 2012 and that this issue be discussed further at the Ward Member meetings.

15 Environmental Sub Group Minutes

The East North East Area Leader submitted a report on the Environmental Sub Group minutes held on 17th May 2012, together with the approved terms of reference and derelict sites agreed for action for the Inner North East.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Inner North East Environment Sub Group – Minutes of a meeting held on 17th May 2012 (Appendix 1 refers)
- Inner North East Area Committee – Environment Sub Group – Terms of Reference (Appendix 2 refers)

Draft minutes to be approved at the meeting
to be held on Monday, 3rd September, 2012

- Current derelict and eyesore sites in Inner North East Leeds (Appendix 3 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

RECOMMENDED-

- a) That the contents of the report and appendices be noted.
- b) That the minutes of the Inner North East Environment Sub Group meeting held on 17th May 2012 be received and noted.

16 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 13th January 2012.

Appended to the report was a copy of the minutes of the meeting held on 13th January 2012 for the information/comment of the meeting.

RECOMMENDED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of Area Chairs Forum minutes held on 13th January 2012.

17 Chair's Closing Remarks

The Chair referred to the Chapeltown to City Centre Cycle route and reminded Members that the consultation closed on 3rd July 2012. Detailed design drawings for the route and details of how to give feedback were available at www.leeds.gov.uk/chapeltownroute or by contacting Mark Robinson on Leeds 39 51470.

18 Date and Time of the Next Meeting

Monday 3rd September 2012 at 4.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.55pm)

NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 19TH MARCH, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors A Castle, R D Feldman,
P Harrand , A Lamb, J Procter and
M Robinson

83 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of North East (Outer) Area Committee.

84 Late Items

The Chair agreed to accept a late item of business in relation to the minutes of the Area Chairs Forum meeting held on 13th January 2012 (Minute 99 refers).

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

85 Apologies for Absence

Apologies for absence were received on behalf of Councillors D Cohen and R Procter.

86 Declaration of Interests

The following personal declarations of interest were made at the meeting:-

- Councillor A Lamb in his capacity as a Member of the Children's Trust Board; Member of the Area Children's Partnership and a provider of school meals (Agenda Item 14)(Minute 90 refers)
- Councillor M Robinson in his capacity as a LEA Governor at Shadwell and Bramham Federated Governing Body and a Member of the Leeds School Sports Federation (Agenda Item 14)(Minute 90 refers)
- Mr S Robinson, Governance Services in his capacity as trustee and Programme Controller of Wetherby Community Radio Ltd (tempo fm) (Agenda Item 9) (Minute 96 refers)

87 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

- a) Well being Budget – Open House Project (Agenda Item 9 refers)
Ian Greenberg and Lorraine Townsend, Lingfield Firtree TRA attended the meeting to make a small presentation in support of the Open House project.

At the request of the Chair, Councillor R Feldman also addressed the meeting in support of the project.

The Chair thanked Mr Greenburg and Ms Townsend for attending the meeting.

88 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 6th February 2012 be confirmed as a correct record.

89 Matters Arising from the Minutes

- a) School Demographic Update Report (Minute 75 c) refers)

Carole Clark, East North East Area Management informed the meeting that officers had now met with Wetherby and Harewood Ward Members to address concerns.

- b) Well Being Fund Capital and Revenue Budgets (Minute 76 refers)

The Chair informed the meeting that the Boston Spa Youth Group did receive match funding from the East North East Homes Outer North East Panel.

- c) Joint Strategic Needs Assessment and Area Profiles (Minute 79 refers)

Carole Clark, East North East Area Management informed the meeting that a large zip file had been circulated to Members covering a number of outstanding issues raised at the last meeting.

Councillor J Procter responded and informed the meeting that having read the documentation, he was still concerned about the length of time officers were spending on the data and questioned the rationale behind the background information. In concluding, he requested the meeting to refer this matter to the Scrutiny Board (Health and Well-being and Adult Social Care).

Rory Barke, East North East Area Leader responded and informed Members that that he would be meeting with Lucy Jackson, Consultant in Public Health soon to discuss this issue in more detail. In view of the comments made at today's meeting, he agreed to invite Dr Ian Cameron and Nigel Richardson, Director of Children's Services to the same meeting.

In concluding, the East North East Area Leader agreed to report back the outcome of discussions at a future meeting.

90 Children's Services Performance Report

The Director of Children's Services submitted a report providing Members with an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan, where possible a local area level. The report also built on previous reports presented to Area Committees in 2010 and 2011.

The following officers were in attendance and responded to Members' queries and comments:-

Nigel Richardson, Director of Children's Services
Stephen Walker, Deputy Director – Safeguarding, Specialist and Targeted Services

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- clarification behind an increase in children subject to a Child Protection Plan in the Wetherby ward from June to December 2011
(The Director of Children's Services responded and stated that this was due to three large families entering the system during that period)
- the importance of showing in future reports the actual number of children (as opposed to percentages) who reached national expectations at the end of Key Stage 2 reaching Level 4 in both English and Maths to assist Members with their deliberations
(The Director of Children's Services responded and agreed to comply with this request)
- the need to acknowledge that funding was a major concern in relation to children's services cluster developments and to request a review in this area as a matter of urgency
(The Director of Children's Services responded and informed the meeting that the department were still addressing the formula in consultation with the Schools Forum. It was hoped that the review would be undertaken by December 2012)
- clarification if the statistics within the report included the private sector
(The Director of Children's Services responded and confirmed that depending on the category, it did include some private schools)
- clarification if the school would know about the referrals to social care by area and ward
(The Director of Children's Services responded and outlined the current referral process involving education, police and health representatives)
- the concerns expressed that many children living in the Wetherby ward were missing out in view of the current funding allocation criteria
- clarification if Elected Members had the authority to recommend to schools not to release their capital in view of the bias that existed in some circumstances

(The Director of Children's Services responded and agreed to inform the Chair when a decision had been made on the funding formula)

- clarification of the Key Stage 2 English and Maths figures in the Harewood ward in 2009/10 and 2010/11

(The Director of Children's Services responded and agreed to come back to the Harewood Ward Members on this issue)

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That further discussions be undertaken between the East North East Area Leader and Director of Children's Services with a view to following up the issues discussed at today's meeting.

91 LDF Core Strategy - Publication Document

The Director of City Development submitted a report on the LDF Core Strategy – Publication Document.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Core Strategy – Development Plan Document – Publication Draft – Comments Form
- Core Strategy Key Diagram – Incorporating the Area Committee Boundaries

The following officers were in attendance and responded to Members' queries and comments:-

Robin Coghlan, Team Leader, Policy, City Development
Lyla Peter, Team Leader, Forward Planning and Implementation, City Development

Prior to discussions, the Committee noted that the deadline for comments on the Core Strategy was 12th April 2012.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- the need to focus on the retail element of the Core Strategy
- clarification of how the Core Strategy would support the current supermarket war in Wetherby and help bolster the situation within the public domain
(The Team Leader, Policy responded and outlined the national guidance on retail development, especially with regards to those shops who were vulnerable. It was noted that the current guidance could see a possible change in direction prior to the Elections)
- the need for the Core Strategy to focus on the Cumulative Impact element when addressing the Supermarket war scenario

- the need for officers to remove the proposed park and ride site in Alwoodley from the Core Strategy in view of it's poor location and size issues
(The Team Leader, Policy responded and agreed to pass on these comments to the Chief Officer, Highways and Transportation)
- clarification of the criteria for the allocation of Gypsy and Traveller Sites in relation to the site allocation plan
(The Team Leader, Policy responded and outlined the interim proposals which would be submitted to Executive Board in the very near future. It was noted that City Development would be working very closely with Environment and Neighbourhoods on this issue)
- clarification if there had been any guidance published in relation to trigger points when the number of shops becomes a problem and the need for the Core Strategy to focus on the Community infrastructure levy with agreed timescales in place

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Members of the Committee be encouraged to forward any further comments on the LDF Core Strategy using the official response form to the Head of Forward Planning and Implementation, City Development by the 12th April 2012.

92 Proposals to develop Integrated Health and Social Care teams

The Director of Adult Social Services submitted a report providing Members with details of the work going on in Leeds to improve the effectiveness of health and social care services and on the approach of using demonstrator sites to test out and develop aspects of the model of service.

John Lennon, Chief Officer, Access and Inclusion, Adult Social Services presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- the concerns raised about the feasibility of having integrated health and social care teams in place across the city by March 2013 and the importance of working towards a 'one' organisation in order for it to work effectively
(The Chief Officer, Access and Inclusion responded and informed the meeting that it was important to work through the options within the next 18 months with a view to a report being submitted to Executive Board for consideration)
- the need to review the process of treating people at home, together with the financial implications
- the concerns expressed about devolving all services to the NHS with a need for the City Council taking on some of these roles and clarification of the robust conversations that had taken place to date regarding alternative models

(The Chief Officer, Access and Inclusion responded and informed the meeting that the models were there to encourage a local dialogue and also the drivers for change would see GP's as providers of services in this regard)

- clarification of the public scrutiny and accountability with regards to the direction of travel to improve the effectiveness of health and social care services

(The Chief Officer, Access and Inclusion responded and outlined the current dialogue undertaken to date at the Scrutiny Board (Health and Well-being and Adult Social Care))

RESOLVED –

- a) That the contents of the report be noted.
- b) That regular updates on the progress of the demonstrator sites over the next twelve months be submitted to this Committee for consideration.

93 East North East Welfare Reform Project Team

The East North East Area Leader submitted a report providing Members with an update of the work undertaken in the east north east to support the work of the citywide welfare reforms strategy.

The report also highlighted the actions developed focussing on the east north east ensuring that customers, service providers and stakeholders were prepared for, and are able to respond to, the issues and requirements arising from the welfare reforms programme.

Appended to the report was a copy of a document entitled 'Welfare Reform Strategy – Report of the Deputy Chief Executive and Director of Resources – Executive Board – 10th February 2012' for the information/comment of the meeting.

Sharon Hughes, Area Improvement Manager, East North East Area Management presented the report and responded to Members' queries and comments.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the progress made in the local area to develop an action plan to mitigate the impact of the welfare reform changes to come into force in April 2013.
- c) That this Committee supports the development of communication strategy to underpin the work of the city wide strategy and focuses on the needs of residents within the east north east.
- d) That this Committee notes the action taken to support customers since the welfare reform changes which came into effect in January 2012.

94 Environmental Services - Consultation on the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report providing Members with an update on services previously managed at a city wide level that were to be delegated to the Area Committee to oversee and managed through the Locality Team.

The report also confirmed the local priorities, operational principles and service improvements to be included in the 2012/13 Service Level Agreement (SLA) to be agreed between the new service and the Outer NE Area Committee at the July meeting.

Appended to the report was a copy of a document entitled 'Area Committee Function Schedules' for the information/comment of the meeting.

John Woolmer, Manager of Street Cleansing and Enforcement (ENE Locality), Environment and Neighbourhoods presented to the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

- clarification if other areas had received the same resources *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and confirmed that resources had been distributed equally across all wards. He agreed to supply Members with the relevant data in due course)*
- clarification of grass cutting procedure on articular routes
- clarification of current provisions of the grass cutting contract *(The Manager of Street Cleansing and Enforcement (ENE Locality) responded and informed the meeting that the contractor would be attending forthcoming Parish Council meetings to explain the new arrangements and that Members would have the opportunity of questioning representatives at that meeting)*

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the addition of further services to the delegation and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10th February 2012.
- c) That approval be given to the development of the new SLA for 2012/13 to be brought to the July meeting for approval based on:
 - i. the inclusion of the additional services
 - ii. the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows

- iii. the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
- iv. the ENE Locality Team's responses to addressing the Area Committee Member's local priorities
- v. the ENE Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
- vi. the refreshed service principles

95 Dates, Times and Venues of Area Committee Meetings 2012/13

The Chief Officer (Democratic and Central Services) submitted a report on a request for Members to give consideration to agreeing the dates and times of their Area Committee meetings for the 2012/13 municipal year.

RESOLVED –

- a) That the contents of the report be noted.
- b) That approval be given to the following dates as outlined in Section 3.1 of the report:-

- 2nd July 2012
- 10th September 2012
- 22nd October 2012
- 3rd December 2012
- 4th February 2013
- 18th March 2013
- 14th May 2013 (Tuesday)

N.B. All meetings to commence at 6.00pm (summer months) and 5.30pm (winter months)

- c) That the meeting continues to meet at various venues between the three wards in the summer months and at the Civic Hall, Leeds during the winter months.
- d) That, subject to availability, consideration be given to convening meetings in Walton Village Hall, Scholes Village Hall and Wetherby One Stop Centre.

96 Well-being Fund Capital and Revenue Budgets

The East North East Area Leader submitted a report on an update on the current position of the capital and revenue budget for the Outer North East and setting out applications made for consideration by the Area Committee.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Outer North East Area Committee Well-Being Budget 2011-12 (Appendix 1 refers)

Draft minutes to be approved at the meeting to be held on Tuesday, 3rd July, 2012

- Outer North East wellbeing revenue budget pending plan with projections 2012/13 (Appendix 2 refers)
- Outer North East Area Management Capital Budget Information (Appendix 3 refers)

Carole Clark, East North East Area Management presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the spend to date and current balances for the 2011/12 financial year.
- c) That this Committee notes the Well-being allocation for 2012/13 and approves the proposed spending plan in accordance with the report now submitted.
- d) That the following project proposals be dealt with as follows:-

<u>Project</u>	<u>Decision</u>
Improvements to Golden Acre Park	Approved £1,000
Northcall	Approved £13,000
MAECare	Approved £1,423 (Alwoodley £1,000)/ (Harewood £423)
High Ash Drive Allotments	Approved £5,485, subject to resolving access road issues
Open House	Earmarked £10,000 for support for Open House. No approval would be given until the business case from Lingfield TRA and any other prospective tenants had been assessed
Aberford Primary School playground	Approved £1,000
WISE	Approved £1,700 and to seek a further £1,700 from the

	East North East Homes Area Panel
Tempo Radio	Approved £1,000 and to seek a further £1,000 from the East North East Homes Area Panel
Localism Officer	Approved £38,000, and to approaching the Harewood and Wetherby Town and Parish Councils for a contribution towards the cost of the post

- e) That in relation to the £1,000 2012/13 skips allocation within the three wards, this issue be discussed further at the Ward Member meetings.

97 Outer North East Area Business Plan Refresh

The East North East Area Leader submitted a report providing the meeting with a draft refreshed Business Plan for the Outer North East Area for 2012/13 which highlighted the priorities and ways of working for the forthcoming year.

Appended to the report was a copy of a document entitled 'Outer North East Area Committee Business Plan 2012/13 (Draft)' for the information/comment of the meeting.

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be give to the Outer North East Area Business Plan for 2012/13 in accordance with the report now submitted.

98 Priority Neighbourhood Update Report

The East North East Area Leader submitted a report with the aim of discussing the priority neighbourhood of Moor Allerton and provided context to the 2011 Neighbourhood Index information supporting the contents of the draft Neighbourhood Improvement Plan.

The report also provided a refreshed Neighbourhood Improvement Plan (NIP's) for the priority neighbourhood and allowed the Committee to comment and examine this plan.

Appended to the report was a copy of the Moor Allerton Partnership (MAP) Neighbourhood Improvement Plan 2011-12 for the information/comment of the meeting.

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes and welcomes the updated Neighbourhood Improvement Plan as now outlined.
- c) That approval be given to the neighbourhood improvement priorities within the Neighbourhood Improvement Plan for the next twelve months.

99 Area Chairs Forum - 13th January 2012 - Minutes

A copy of the Area Chairs Forum minutes of a meeting held on 13th January 2012 were submitted for the information/comment of the meeting.

RESOLVED – That the minutes be received and noted.

100 Chair's Closing Remarks

As this was the last meeting within the current Municipal year, the Chair thanked Members and officers for their contributions and support during the past year.

He wished those Members well who were seeking re-election and also Councillor A Castle, Lord Major elect.

This being Councillor R Feldman's last Area Committee meeting prior to retirement as a Leeds City Councillor, on behalf of the Committee, the Chair paid tribute to him, thanked him for all his hard work and wished him a long and happy retirement.

A presentation gift was made to Councillor Feldman at the conclusion of the meeting.

101 Date and Time of Next Meeting

Monday 21st May 2012 at 3.30pm in the Civic Hall, Leeds.

(The meeting concluded at 8.30pm)

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NORTH EAST (OUTER) AREA COMMITTEE

THURSDAY, 10TH MAY, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
P Harrand, J Procter and M Robinson

102 Chair's Opening Remarks

The Chair welcomed everyone to the Special Meeting of the North East (Outer) Area Committee.

He congratulated those Members who had been re-elected at the recent local elections and also welcomed Councillor N Buckley, Alwoodley ward to his first meeting.

103 Late Item

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

Well-being fund – Refurbishment Project – New Central Heating System – St Barnabas Church (Agenda Item 7)(Minute 107 refers).

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

104 Declaration of Interests

There were no declarations of interest made at the meeting.

105 Apologies for Absence

Apologies for absence were received on behalf of Councillors A Lamb and R Procter.

106 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor G Wilkinson.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Councillor G Wilkinson be elected as Chair for the 2012/2013 Municipal Year.

107 Well-being Fund Applications

The East North East Area Leader submitted a report providing Members with details of a wellbeing application for a project in the Alwoodley Ward.

In addition to the above report, the East North East Area Leader submitted a supplementary wellbeing item in relation to an application for funding regarding St Barnabas Church Refurbishment New Central Heating System project.

Carole Clark, East North East Area Management presented the report and responded to Member's comments and queries.

RESOLVED –

- i) That the contents of the report be noted.
- ii) That approval be given to allocating £500-00 from the well-being fund to the Allotments – Alderton Place/Alderton Bank project in accordance with the report now submitted.
- iii) That approval be given to allocating the additional £1,000 from the well-being fund to the St Barnabas Church Refurbishment New Central Heating System project in accordance with the report now submitted.

108 Date and Time of Next Meeting

Tuesday 3rd July 2012 at 6.00pm at East Keswick Village Hall, School Lane, East Keswick, LS17 9DA.

(The meeting concluded at 12.35pm)

EAST (OUTER) AREA COMMITTEE

TUESDAY, 20TH MARCH, 2012

PRESENT: Councillor K Parker in the Chair

Councillors S Armitage, M Dobson,
P Grahame, P Gruen, W Hyde, J Lewis,
M Lyons, T Murray and K Wakefield

70 Chair's opening remarks

The Chair welcomed everyone to the meeting

71 Late Items

Although there were no formal late items, Members were in receipt of the following supplementary information for consideration at the meeting:

- revised pages 93-96 of the agenda relating to Children's Services Centre Inspection Judgement grades showing the levels achieved; that data not having been properly reproduced in the copying process (minute 80 refers)
- the Area Chairs Forum minutes of 13/1/12 which were not available at the time the agenda was despatched (minute 83 refers)

72 Declarations of Interest

The following Members declared personal/prejudicial interests for the purposes of Section 81(3) of the Local Government Act 2000 and paragraphs 8-12 of the Members Code of Conduct:

Environmental Services Consultation on the 2012/13 SLA – Councillor Dobson declared a personal interest through being the Executive Member for Environmental Services (minute 77 refers)

Aire Valley Homes Leeds Service Delivery update – Councillor Murray declared a personal interest through being a member of the Aire Valley Homes ALMO (minute 79 refers)

Outer East Wellbeing budget – Councillor Armitage declared a personal interest through being the Chair of Swarcliffe Good Neighbours as the report contained details about the work being undertaken by this organisation following a grant by East Outer Area Committee (minute 81 refers)

Further declarations were made during the course of the meeting, minutes 77 and 80 refer

73 Apologies for Absence

Apologies for absence were received from Councillor A McKenna and Councillor Mitchell

74 Minutes

RESOLVED - That the minutes of the East Outer Area Committee meeting held on 14th February 2012 be approved

75 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. On this occasion, there were no matters raised

76 Date, Times and Venues of Area Committee meetings 2012/2013

Members considered a report of the Chief Officer (Democratic and Central Services) setting out possible meeting dates for East Outer Area Committee for the 2012/2013 municipal year

It was noted that the next scheduled meeting of the Area Committee which would be to appoint a Chair for the new municipal year was 21st May 2012, with concerns being raised at this timescale in view of the Annual Council meeting being held later that day and the practicalities for Members

RESOLVED –

- i) That a revised meeting date be arranged to elect the Chair for 2012/2013
- ii) To agree the meeting dates for the 2012/2013 municipal year as set out in the submitted report
- iii) That the current arrangements in terms of time and venue be continued

77 Environmental Services - Consultation on the 2012/2013 Service Level Agreement

East Outer Area Committee considered a report of the Director of Environment and Neighbourhoods setting out services to be added to the Locality Team's portfolio and included in the SLA for 2012/13. The report also sought to consult on updated priorities the Area Committee wished to see addressed in the new SLA

Tom Smith – Locality Manager South and Outer East Leeds presented the report and outlined the new services to be delegated, these being:

- Gully cleaning
- Graffiti removal
- Needle removal
- Ginnel clearance

minutes approved at the meeting held on 15th May 2012

- Dog Wardens

Members were informed that specific commitments relating to a number of issues, including cleansing/maintenance of priority ginnels; litter bin replacement; cleaning of arterial routes and enforcement would form part of the new SLA, together with specific events, ie the Olympic Torch relay and the event at Temple Newsam and the Queen's Diamond Jubilee events, including street parties

Members commented on the following matters:

- the need for the service to be provided equitably across the four wards comprising East Outer Area Committee
- the number of prosecutions secured in 2011 for dog fouling and some confusion over which bins dog owners should use to dispose of waste safely
- fly tipping, particularly of tyres in the Garforth and Swillington Ward and how this problem had been addressed
- the success of the first SLA and that thanks should be given to the staff who had embraced the changes and worked hard to deliver the service
- the event at Temple Newsam to celebrate the arrival of the Olympic Torch in Leeds and the need to work with Parks and Countryside staff to clear up quickly after what was expected to be a well-attended event
- the possibility of using mobile CCTV in well-known fly tipping hot spots

Tom Smith responded to the points raised and provided the following information:

- that the number of prosecutions for dog fouling in 2011 was small and that specific details could be provided in a future report. However, there was now greater emphasis on enforcement action with more people being trained to take witness statements and a referral plan being implemented for PCSOs to report incidents. The threshold for fixed penalty notices was also being reviewed as was the possibility, in serious cases, of prosecuting immediately rather than using the warning mechanism of fixed penalty notices
- that work was needed to better inform people that black bins could be used to dispose of dog waste as well as the specific bins provided
- that the problems of fly tipping of tyres in Garforth had abated and that firms had been targeted directly by Environmental Services about this matter and that the second SLA provided for targeting of zero tolerance enforcement, both geographical and issue based
- that mobile CCTV equipment although expensive, was available albeit on a limited basis but that if Members were of the view this was necessary to address persistent problems of fly tipping, this could be considered

RESOLVED -

- i) To note the report and the comments now made
- ii) To note the addition of further services to the delegation as approved by Executive Board on 10th February 2012
- iii) To agree the development of the new SLA for 2012/2013 to be brought to the June cycle meeting for approval based on the newly delegated elements, additional delivery capacity, responses to Olympic and Queen's Jubilee events and refreshed Elected Member and Area Committee local priorities

During the discussions, Councillor Lyons declared a personal interest through being a Friend of Temple Newsam

At this point, Councillor Wakefield, who had to leave the meeting early, paid tribute to Councillor Parker who was chairing his last East Outer Area Committee meeting before he stepped down as an Elected Member

78 LDF Core Strategy - Publication Document

East Outer Area Committee considered a report of the Director of City Development outlining the public consultation period for the Core Strategy and seeking comments from the Area Committee on the document

Kathryn Holloway – Team Leader Local Plans East and Lyla Peter – Team Leader - Data from City Development were in attendance and presented the report

Concerns were raised that for a matter of such importance, no Senior Officers from City Development had attended the meeting

Officers outlined the report and the challenges Leeds faced in terms of changing demographics and the infrastructure and green space requirements a growing city needed

A key aim of the Core Strategy was to provide a strategic overview for the preparation of a future Site Allocations Development Plan Document (DPD) and neighbourhood plans, therefore the Core Strategy was not site specific but took a district-wide approach to planning for homes, jobs etc

The importance of regeneration was emphasised as was the maintenance of distinctive communities and accessibility to public transport

Members were informed that the consultation related to the soundness of the plan rather than to general comments and changes

Members discussed the report and commented on the following matters:

- the remit of the consultation and the likelihood of the public engaging in this
- the real problems being faced by people in East Leeds due to a shortage of school places and poor transport
- demographics and the figures being used to predict demand, with concerns that mistakes made in the past should not be repeated
- the number of planning permissions granted where no development had commenced despite the need for housing in the city

- that developers would concentrate on areas of their choosing, with greenfield sites in outer areas being likely to be developed ahead of brownfield inner city sites
- that no mention of social housing had been made
- that population forecasts were paramount and that there should be regular reviews of the soundness of these figures
- the need to ensure there was good communication between the different sections within City Development, particularly where there were changing circumstances, with concerns that a recent residential development in LS15 had been recommended for approval, despite it failing to meet policy requirements for affordable housing; with the financial viability of the scheme being assessed by Officers. Following refusal of the application by Plans Panel East, it seemed the developer had now agreed to provide the level of affordable housing required
- concern that in concentrating on the Core Strategy, the Protected Areas of Search (PAS) sites would be forgotten and the need for planning applications on these sites to also conform to the same tests as in the Core Strategy, i.e. around identity/cohesiveness
- indications on the Core Strategy key diagram for 2000 – 3500 additional homes in Garforth and whether this related to the town or the whole Garforth and Swillington Ward and the need for further, specific information to fully understand the address the issues which would be raised by this
- the difficulties in aligning what Officers felt was needed with what developers wished to construct
- that demographics was not an exact science and that the projected drop in pupil numbers had not occurred
- that a key element was obtaining the right type of housing and that consultation on this was important
- the need for public consultation on the possible use of PAS sites
- the need for a fair approach to be taken across the city and for Members to be at the centre of discussions around proposals in their wards
- the importance of the availability of school places; that there should be a link made between education issues and the Core Strategy and that where there was a lack of school places in an area, people would not chose to live there

Officers provided the following responses to issues which had been raised:

- demographics; that the information from the Office for National Statistics (ONS) had been considered along with a study in 2010 of future demand for housing, with that study revising the demographics for Leeds and the ONS realising they had overestimated the figures for the city
- that in respect of PAS sites, further information would form part of the Site Allocations DPD and that some sites might be

revaluated but that some new sites would become PAS land and that the aim was to work with communities on these issues

- in terms of housing numbers, the figures contained in Spatial Policy 6 of the Core Strategy was for 70,000 dwellings (net) up to 2028, in a phased manner and that outstanding planning permissions up to a set time and existing allocations identified in the UPD would contribute towards the housing numbers
- that the Core Strategy contained broad steers in terms of minimum and maximum requirements relating to size/bedroom numbers and that there were policies covering independent living, but that much would be based on the individual applications which were submitted
- that the provision of 70,000 homes across the city was a vast undertaking and the desire to be equitable about the siting of developments would be hampered by the unsustainability of some areas to accommodate development, e.g. in areas which flooded.

Concerns were raised at the accuracy of the information being provided in view of a recent meeting attended by some Members relating to proposals to locate 7,000 residential dwellings in an area which was susceptible to flooding

- that for Garforth, the numbers on the key diagram related to the town, rather than the whole Ward but that further, detailed information would come forward in the preparation of the Site Allocations DPD
- that the need for a defined link between the Core Strategy and education policy would be picked up

Whilst acknowledging the presentation which had been made and the responses provided, concerns were reiterated that further details were needed, especially relating to schools and that a further meeting be arranged within the consultation period, with Senior Officers from City Development attending

RESOLVED – To note the report and that a further meeting be arranged before 12th April to enable East Outer Area Committee to fully consider the report and comment, with Senior Officers from City Development being in attendance to respond to Members' queries and comments

(During consideration of this matter, Councillor James Lewis joined the meeting)

79 Aire Valley Homes Service Deliver Update

(Prior to considering this matter, Councillor Wakefield left the meeting)

Members considered a report of the Chief Executive of Aire Valley Homes Leeds (AVHL) which provided an update on areas of activity and performance and highlighted areas of joint working between the organisation and other Council services

Simon Costigan, Chief Executive Aire Valley Homes Leeds presented the report and informed Members of the increased focus on partnership working and indicated that on issues around dog fouling and enforcement, AVHL staff were willing to assist the Locality Teams. Relating to earlier discussions around the use of mobile CCTV cameras to detect environmental crime, Simon Costigan stated that AVHL had such technology and would discuss the use of this with Tom Smith

The Chief Executive then outlined the following key areas of activity for AVHL:

- Outer South East Area Panel and the funding being provided through the Wellbeing budget
- Environmental clean up campaigns
- Joint working with the police
- Children's Services
- Older People's Housing Services, with discussions at an early stage with the NHS about the provision of bed spaces to help reduce bed blocking. Members were also informed of a recent 5 star rating which AVHL had achieved for Older People's Housing Services
- Community Payback
- Employment initiatives
- Energy efficiency
- Repairs and maintenance

In terms of customer satisfaction levels a recent survey showed an increase in this level from the 2010 STATUS survey of 69% to 90%

Simon Costigan also acknowledged the joint work being undertaken by the Aire Valley Homes Leeds and the South East Area Management Team

A discussion took place regarding housing priority for retired armed services personnel and a particular case in the area. Councillor Gruen stated that the family involved had been offered a property which had been accepted and that a report relating to issues raised in this case would be submitted to a future Executive Board meeting

RESOLVED - To note the report and the good work being undertaken

80 Children's Services Performance Report to Area Committees

East Outer Area Committee considered a report of the Director of Children's Services which provided an update on the current issues facing the Directorate and partnership as well as progress being made against local and national agendas. Appended to the report was a copy of the Child Friendly City Priorities and statistical information on a range of issues relating to academic performance, referrals to Social Care, numbers of Looked after Children, NEET figures and Child Protection Plans – on a ward by ward basis across the city

Nigel Richardson – Director of Children's Services presented the report and asked for comments on the usefulness of the information being provided

(Councillor Murray declared a personal interest as the Chief Executive for Learning Partnerships)

Members commented on the following matters:

- that in Garforth, some of the key areas and obsessions for Children's Services were less a priority but that what was needed was information on outcomes, particularly the use young people made of the qualifications they had achieved
- the lack of school places in areas and that local children were not always able to obtain places at their local school
- academic attainment and why, year on year improved exam results did not translate into a higher national position when compared to other countries

Nigel Richardson responded and provided the following information:

- that destination data could be provided and would be of increasing importance when schools would be held to account in terms of this
- that whilst some areas of the city were performing well against the Department's three obsessions, when the further eight profiles were considered which related to issues like healthy lifestyle and engagement, then there were areas to explore
- that Children's Services had inherited a challenge around school places and resources citywide and that a cross-directorate group had been pulled together to examine the data and how to respond to the issues it flagged up
- that movements of children across the city to travel to school was an issue which was compounded when taking into account pupils with Special Educational Needs who were having to travel some distances each day and that these issues were a priority for Children's Services
- regarding academic achievement levels, whilst Leeds had improved performance, so had other Local Authorities so despite the best ever results on a 5A-C GCSE standard of 53%, Leeds was ranked 126 out of 151 Local Authorities
- that the real challenge in Leeds was about narrowing the gap between the top students and those less advantaged pupils and that even in schools where improvements had been made, this gap had not closed and that developing the Leeds Education Challenge was one way to address gaps in achievement

RESOLVED –

- i) To note the report and the comments now made
- ii) To note the request for further information on outcomes for young people once they had left school

81 Outer East Area Committee Well Being Budget

East Outer Area Committee considered a report of the Assistant Chief Executive (Customer Access and Performance) providing a summary of revenue spend approved for 2011/2012; an update on small grants approved and details of a new project seeking funding

The Area Improvement Manager presented the report and informed Members that the gardening scheme which had secured wellbeing funding

minutes approved at the meeting held on 15th May 2012

would recommence on 1st April, with adverts and posters informing people about the service being distributed across all four wards. A target of 400 gardens to be completed by September had been set and that if Members knew of any referrals, they could contact the Area Office

The Community Payback scheme would continue and that, as agreed through the Environmental Sub-Group, an emphasis for the project would be on cleaning up ginnels

In respect of the Olympic Torch relay, Members were informed that school cluster managers in all four wards were enthusiastic about the opportunity to participate in projects around this event

Regarding Garforth parking strategy, a sum of £40,000 had been allocated for use across 6 town and district centres. As Garforth's plans were the most advanced, a request for funding of £5,000 was being made to the Area Committee to fund the first stage of the project, together with some funding secured from Aire Valley Homes Leeds

RESOLVED -

- i) To note the position of the Wellbeing budget
- ii) To note the small grants approved to date
- iii) To note the progress relating to the Olympic Torch relay
- iv) To note progress relating to funding of the gardening scheme and community payback scheme
- v) To confirm approval of the following project:
 - Garforth parking strategy - £5,000

82 Outer East Area Committee Business Plan - 2011-2012

Members considered a report of the Assistant Chief Executive (Customer Access and Performance) presenting the Area Committee Business Plan for 2011/2012

The Area Committee discussed the Business Plan which was appended to the submitted report, with the following main points being raised:

- the functions delegated to the Area Committee and concerns that not all of these had been given attention
- that highways maintenance, youth services and area based regeneration should be considered in the next year
- that agenda setting should take place which allowed for regular items to be considered together with items throughout the year covering all of the priority advisory functions

RESOLVED -

- i) To note the contents of the Business Plan, in particular Section 6 – Priorities and Actions 2012
- ii) To receive updates at future meetings and for the Area Committee to adopt a three year plan that will be subject to a refresh annually
- iii) To note the comments now made

83 A summary of key work

The East Outer Area Committee considered a report of the Assistant Chief Executive (Customer Access and Performance) detailing priority work carried out in the area, outlining details on key issues affecting the Outer East area and providing the minutes relating to community engagement activities, partnership meetings and the Area Chairs Forum meeting

The Area Improvement Manager presented the report and outlined the key issues relating to:

- Garforth parking strategy – that this was to be considered by the Highways Board on 3rd April 2012
- Grafton Villas long footpath – that highways had not begun to remove the York stones but that this would commence next week, with the scheme being completed on time
- White Laithe shops – that planning permission would be considered for the provision of security gates to an alley way in early April
- Community Payback – that referrals were increasing and now stood at 58 from a previous level of 37
- Tasking meetings – with changes to the way police-led multi-agency initiatives to tackle crime and grime would operate
- Olympic Torch route – that work was progressing well
- Wykbeck Valley Pride – that work had commenced to improve this area at Halton Moor

Councillor Grahame expressed her thanks for the work carried out on the Grafton Villas long footpath

The possibility of involving older people in the area's Sheltered Homes, in projects around the Olympic Torch route was raised, with the Area Improvement Manager agreeing to approach elderly groups and support workers on this matter

RESOLVED - To note the report

Councillor Lyons took the opportunity to thank Councillor Parker for the work he had undertaken, not just with the East Outer Area Committee but in the community, with Councillor Hyde seconding these comments

84 Date and time of next meeting

To be confirmed

EAST (OUTER) AREA COMMITTEE

FRIDAY, 30TH MARCH, 2012

PRESENT: Councillor K Parker in the Chair

Councillors M Dobson, P Grahame,
P Gruen, W Hyde, J Lewis, M Lyons,
A McKenna, T Murray and K Wakefield

85 Chair's opening remarks

The Chair welcomed everyone to this extraordinary meeting of the East Outer Area Committee

86 Declarations of Interest

No declarations were made

87 Apologies for Absence

Apologies for absence were received from Councillor Armitage and Councillor Mitchell

88 LDF Core Strategy - Publication Document

Further to minute 78 of the East Outer Area Committee held on 20th March 2012, where Members were concerned that Senior Officers from City Development were not in attendance to address some of the issues raised by the Area Committee, Members further considered a report by the Director of City Development on the public consultation period for the Core Strategy and seeking comments from the Area Committee on the document

Attending for this item were:

Mr P Crabtree – Chief Planning Officer
Mr N Richardson – Director of Children's Services
Mr D Feeney – Head of Planning and Economic Policy
Ms V Buckland – Head of Service – Strategy and Commissioning –
Children's Services

Having previously considered the report, Members commented on the following matters:

(During consideration of this matter, Councillor P Grahame joined the meeting)

minutes approved at the
meeting held on 15th May 2012

School provision -

- that in the past, Education Leeds had closed schools but now there were insufficient places in some areas, particularly in the East Outer area for children to attend their local school; that many children were travelling some distance each day to school, with the associated costs of this and that the Core Strategy document was indicating new areas of housing with little information on how education needs would be met
- that the aim to create more employment in the city and in the Outer East area at Thorpe Park, was welcomed, but without local education provision families might not choose to move to the area
- that education provision was an important element when considering the sustainability of developments, with concerns being raised that this had not been addressed
- the impact on schools in Garforth if the identified provision in the Core Strategy for 2500 – 3000 new homes were built
- the difficulties in Colton of securing a place in a local school
- whether the figures being used this time were accurate in view of decisions which had been taken in the past based upon a different set of figures
- an understanding of why some schools might wish to expand, the new guidance around this and the need to ensure planning policies were robust and that school playing fields were protected

Green space and allotments –

- the need for Area Committees to be involved in identifying green space and allotments and the importance of providing public open space and playing fields for communities
- an acknowledgement of the work the Chair had undertaken in this area and the importance of this work and the involvement of the Area Committee continuing once Councillor Parker stepped down in May

Employment land/highways and transport -

- Cross Green and the difficulties of attracting industry into that area due to inadequate transport links
- the difficulties with public transport in the outer villages and that the relatively short distance between Garforth and Swillington took 2 hours by bus
- The existing road infrastructure in many areas of the Outer East which already experienced delays and queuing and the impact on this of further development without corresponding improvements
- The need to be promoting a localist agenda, particularly around jobs and skills

Community Infrastructure Levy (CIL) -

- That information was awaited from the Secretary of State Communities and Local Government on how much of the CIL would be allocated to the City and to Wards and the need for clarity on this at the earliest opportunity

Planning contributions -

- concerns that the formula used for calculating education contributions was complex and whether it could be simplified and adjusted to represent the full costs of providing new schools/school extensions

- the need for developer contributions to be provided at the appropriate level; concerns that the interim affordable housing policy which had reduced the level of affordable housing to be provided to 15% had not been effective and should be re-examined and that on applications where there were viability issues and the amount of affordable housing being proposed was below the level set out in the policy, the view that Officers should not be recommending to Panel that such applications be agreed

Community character and identity -

- concerns that the Core Strategy Key Diagram appended to the submitted report appeared to show Garforth joining with Kippax and the need to maintain the character and identity of areas
- that information was needed on where the new houses indicated for Garforth would be sited
- the possibility of having a Neighbourhood Plan for Garforth
- that the principles set out in the Core Strategy should apply to the sites in the North East Quadrant

The National Planning Policy Framework -

- whether the new planning guidance had any impact on what was being proposed in the Core Strategy
- the need for Members to be provided with guidance on the new planning policy framework

The importance of involving Members in ongoing dialogue on emerging issues and themes and having integrated discussions with Area Committees was stressed

The Chief Planning Officer, Mr Crabtree, provided a brief summary of the Core Strategy consultation and what Officers were seeking from Elected Members at this stage. He explained that what was called the Local Plan by the Government, was a staged process, with the document currently being consulted on forming the first part of this process which would then be followed by the site allocations plan and the infrastructure plan and as part of that process, Neighbourhood Plans and the Community Infrastructure Levy. At this first stage, Members were being asked in broad terms whether the principles to govern the next stage were the right ones

Officers then responded to the points raised by Members and provided the following information:

- that there were capacity issues in terms of school places and whilst there were spare places, these were not always where demand existed
- that in terms of building new schools, the rules had changed and that with academies and free schools coming on board, the general rule was that LEAs should have less of a say in these matters - in favour of local demand
- that better connections were being made between Departments to tackle the matter holistically; that colleagues in Children's Services and City Development were working closely, especially in the East

Quadrant and looking to identify land and seek developer contributions towards education provision, with provision for two primary schools being considered necessary to cope with the increased amount of residential development indicated in the Core Strategy for the Outer East area

- in respect of demographic information and population figures, as well as the latest census figures which would be made available in the next few months, there was also the Joint Strategic Needs Assessment (JSNA) which was population-based and provided much important information to work on
- that looking ahead, the demand for primary school places would increase, with a slight decrease in demand for secondary places but that this would then increase, leading to further work and dialogue with many organisations on how this would be addressed
- that playing fields remained protected in the new planning guidance and that Sport England also had a role in protecting playing pitches
- planning contributions for education provision, that in line with a previous comment, not all schools were set up by the Local Authority; that those schools which were, depended upon developer contributions which relied on affordability to provide these and whilst this was an imperfect system, it was the current situation
- that the Core Strategy contained a quantum of development and was about setting an overall scale and distribution but that the more specific and detailed work about siting etc would come through the work on the site allocations plan, with Ward Members and communities being involved in this work

(At this point Councillor Grahame, Councillor Lewis and Councillor Wakefield left the meeting)

- that one of the principles in the Core Strategy was retaining the character and identity of communities and not merging them
- the importance of the site allocations work in strengthening the Council's position against inappropriate development and the timescales involved, with Members being informed there was a 12 month period in which decision-takers could continue to give full weight to relevant policies adopted since 2004, by which time there was a reasonable prospect of the Core Strategy being in place. Whilst the site allocations plan would not be in place, the strong principles in the Core Strategy would be set out
- viability issues; the recent strong stance taken by Plans Panel East on an application for residential development which concerned viability and the Government's desire to see increased house building even if there were viability issues in terms of providing the usual planning contributions

(At this point Councillor Gruen left the meeting and in line with paragraph 6.12 of the Area Committee Procedure Rules, the meeting was no longer quorate)

Concerns were raised that developers were already identifying sites and approaching land owners, with one site in Kippax being mentioned. The Chief Planning Officer stated that in this case, the Parish Council could be approached to start work on a Neighbourhood Plan which would set out the requirements for the community

Members acknowledged the usefulness of this additional meeting

RECOMMENDATION –

- i) To note the report and the comments now made
- ii) To note Members' concerns about the projected housing numbers in the Outer East area, the need for infrastructure to support such expansion including employment, highways improvements, improved public transport, provision of green space, allotments, playing fields and public open space
 - i) To note the comments about the current situation regarding school places and the need for a stronger emphasis in the Core Strategy on education provision, especially in the Outer East area
 - ii) To note the need for involvement with Members, the Area Committee and communities when working on the next, detailed stages of the Local Plan

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EAST (OUTER) AREA COMMITTEE

TUESDAY, 15TH MAY, 2012

PRESENT: Councillors S Armitage, J Cummins,
M Dobson, P Grahame, P Gruen,
M Harland, J Lewis, M Lyons, A McKenna,
K Mitchell, T Murray and K Wakefield

89 Election of Chair

As the Chair of East Outer Area Committee for 2011/2012 had stepped down at the last local elections, nominations to chair the meeting were sought
Councillor Murray was proposed, seconded and appointed to chair the meeting

Councillor Murray in the Chair

90 Introductions and welcome

Councillor Murray welcomed two new Councillors to the meeting; Councillor Cummins and Councillor Harland and asked Officers to introduce themselves

91 Declarations of Interest

There were no declarations of interest

92 Apologies for Absence

It was reported that Councillor Armitage would join the meeting in due course

93 Minutes

RESOLVED - To approve the minutes of the East Outer Area Committee of 20th March 2012; the Extraordinary meeting of East Outer Area Committee of 30th March 2012 and to ratify the decisions taken at that meeting

94 Open Forum

Draft minutes to be approved at the Meeting to be held on 3rd July 2012

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. On this occasion, there were no matters raised

95 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) presented a report setting out the process for electing the East Outer Area Committee Chair for the 2012/2013 Municipal Year. It was reported that Councillor Andrea McKenna had been nominated as the Chair

RESOLVED - That Councillor Andrea McKenna be appointed as the Chair of East Outer Area Committee for the 2012/2013 Municipal Year

Councillor Andrea McKenna thanked the Committee for their support and with Members' agreement, assumed the chair for the remainder of the meeting

96 Outer East Area Committee Well Being Budget 2012/2013

Councillor McKenna in the Chair

East Outer Area Committee considered a report providing details of the Wellbeing budget allocated for 2012/13 together with the carry over of funds from 2011/12 and setting out details of commitments and proposals for targeting spend in 2012/13

The East Area Improvement Manager presented the report and outlined the proposed funding for one ongoing commitment – CCTV cameras – and proposed sums to be allocated to priority work, as detailed in the submitted report. Reference was also made to unspent funding of £35,873 from the 2011/12 allocation which would be carried over to 2012/13, with much of this arising from careful financial management ; underspends on a couple of projects and the need to retain funding for projects which arose late in the year

Members were informed of a recent funding request from West Yorkshire Police to continue with the provision of off-road motor cycles, with Ward Members to be consulted on this request

Members discussed the following matters:

- the importance of dealing with off-road bikers but the need to discuss with West Yorkshire Police their commitment to community policing in view of some concerns that what had been promised in some areas had not been delivered
- that information on the Community Payback Scheme be made available to all Members
- the need for a report detailing the ambitions and visions for the East Outer Area for 2012/2013 to be presented at an early stage

- concerns that funding had been needed to ensure the Youth Service could continue to use the East Leeds Leisure Centre, yet a significant amount of funding had not been spent when it could have been directed to provide help in a deprived area
- the importance of community engagement and the important role Area Committees should play in that; that more functions would be devolved to Area Committees and that issues like Jobs and Skills and Planning should form part of Area Committee discussions
- the need for agendas to be aligned differently, with regular reports being presented by Aire Valley Homes ALMO and West Yorkshire Police to update Members on projects and initiatives in the East Outer area but also to enable concerns to be raised by the Committee
- that consideration should be given to drawing up a Communications Strategy in the Vision for the East Outer Area
- that a recent offer from the GMB Union to provide 10 computers and printers at the former East Leeds Training Centre was welcomed, particularly in helping with jobs and skills and whilst accepting there was some costs for the running of the building, concerns that a charge was being levied for the use of these facilities
- the need for performance updates on the gardening scheme, with the Chair suggesting that Ken Hill who ran the scheme be invited to present a report to a future meeting
- the budget underspend and the need for this to be shared out equitably between the four Wards comprising East Outer Area Committee
- the need for the Outside Body appointments aligned to East Outer Area Committee to be made as soon as possible

The East Area Improvement Manager provided the following responses:

- that more of the budget be aimed to be used in the coming year, to avoid as large an underspend
- that £10,000 had been provided to East Leeds Leisure Centre and One Stop Centre to continue its use and that no request for further funding had been received. Members were also informed that although there had been an overall underspend of Well Being budget the amount allocated to Temple Newsam ward had been spent
- that a report setting out the vision and ambitions for the East Outer Area would be presented at the first meeting of the 2012/2013 Municipal Year which would take place on 3rd July 2012 as would the report on the Outside Body appointments

RESOLVED –

- i) To note the report and the comments now made
- ii) To note the allocation for 2012/13
- iii) To note the commitments for 2012/13

- iv) To agree to the allocation of the budget against priority work across the Outer East as follows:
 - a. CCTV costs (Leedswatch) - £33,000
 - b. Small Grants Budget - £10,000
 - c. Probation scheme 2013/14(provisionally set aside) - £15,000
 - d. Gardening scheme 2013 (provisionally set aside) - £20,000
 - e. Older persons events week - £3,500
 - f. Cricket coaching - £5,000
 - g. Tasking Teams - £40,000
 - h. Community engagement - £36,000
 - i. Activities for young people - £36,000
 - j. Skips - £5,000
 - k. Sum set aside for ad-hoc projects - £20,000

During consideration of this matter, Councillor Armitage joined the meeting

97 Date and Time of next meeting

Tuesday 3rd July 2012 at 3.00pm in the Civic Hall, Leeds

EAST (INNER) AREA COMMITTEE

THURSDAY, 22ND MARCH, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors R Pryke, B Selby, V Morgan,
A Khan, R Grahame and K Maqsood

Apologies Councillor A Hussain and A Taylor

86 Chairs Opening Remarks

The Chair welcomed all present to the meeting and short introductions were made

87 Declaration of Interests

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillors A Khan, Morgan and Maqsood – all declared personal interests as Area Committee appointed members of the East North East ALMO Area Panel in relation to the Environmental Services SLA (minute 94 refers)

Councillor G Hyde and R Grahame – Welfare Reform Project Team – declared personal interests as members of the East North East ALMO Area Panel (minute 99 refers)

Councillor Morgan – Children’s Services update – declared a personal interest as a Corporate Carer (minute 97 refers)

88 Apologies for Absence

Apologies for absence were received from Councillors A Hussain and A Taylor and from L Johnson, Richmond Hill Forum

89 Open Forum

In accordance with paragraphs 6:24 and 6:25 of the Area Committee Procedure Rules, the Chair allowed a member of the public to make a representation to the Committee:

Mr Paul Ratcliffe addressed the Committee on his desire to establish creative workshops within the EIAC area to encourage community links through residents’ participation in area wide activities. Mr Ratcliffe highlighted his teaching/dramatic arts experience and the benefits he had gained from a similar programme run by West Yorkshire Playhouse when he was a teenager. He envisaged lessons (dance/theatre) being held on a rotation throughout the wards culminating in a festival/street theatre event and sought support for the project.

EIAC thanked Mr Ratcliffe for his submissions and encouraged him to forge close links with community activists to test support for the proposals; and in due course EIAC could consider an application for funding

90 Minutes

RESOLVED – That the minutes of the previous meeting held 2nd February 2012 be agreed as a correct record

91 Matters Arising

Minute 73 Open Forum (Richmond Court) – An update was provided on proposals to convert Richmond Court to Housing Association residential units. Although any proposals for community use would not progress, Councillor Gruen, Executive Member for Neighbourhoods, Housing & Regeneration, had expressed his support for the group who had sought to use Richmond Court and had agreed to find a suitable base for them. Members commented on the security and misuse of the building and the Chair requested the Area Leader pursue the relevant organisation to secure the building

92 Minutes of the Area Chairs Forum

RESOLVED – To note the contents of the report and the minutes relating to the Area Chairs Forum meeting held on 13th January 2012

93 Well Being Report

The East North East Area Leader submitted a report providing an overview of spending to date from the EIAC Wellbeing Budget. The report also detailed five new proposals seeking funding from the 2011/12 revenue budget and set out a spending plan for 2012/13 together with a number of new project proposals seeking funding.

Members noted the report that ENE Homes had agreed to fund a Community Payback Team to cover all ENEH managed greenspace and highways – in both Inner East and Outer East localities. The report set out a proposal that, as the ENEH team would duplicate some work outlined for the EIAC Probation Team, the savings made could be earmarked to fund an apprentice – subject to a detailed proposals being proposed at the next meeting by EIAC. The SLA would need amendment to reflect the new working arrangements. It was agreed that a schedule showing where Community Payback project works had been undertaken would be sent to all Members.

Members also considered the proposals to:

- top slice £3,000 from the new budget for a Community Engagement pot, as in previous years
- split the remaining £189k equally between the three wards (£63,072.75 each) to fund schemes which support the priorities within the Neighbourhood Improvement Plans and Community Charter
- reserve a small amount to create a Small Grants Fund and a budget for Crime & Grime Tasking in each ward

Members noted that EIAC informally shared its' Business Plan and spending decisions with ENEH Area Panel in order to encourage matchfunding and maximise scheme benefits and that a report formalising the joint funding arrangements would be considered by the Area Panel shortly. Officers confirmed that £50k per area committee (not £50k per ward) was set aside for joint funding initiatives.

Minutes approved at the meeting
held on Wednesday, 16th May, 2012

Councillor Pryke expressed concern over the proposed three way equal split of the Community Engagement pot and requested EIAC reconsider the allocation. He believed wellbeing spending was the principle way in which LCC could target deprivation, and the declining super output area statistics within the Neighbourhood Index Profiles showed that the Burmantofts & Richmond Hill ward deserved additional resources. EIAC noted the request however, noting the similar statistics for Gipton & Harehills, was not minded to reduce the allocation for other wards.

Members then considered the applications for funding from the 2012/13 budget having regard to the locality priorities. Officers reported an amendment to paragraph 3:21 (funding of Summer Holiday Activities) to reflect the total request was £30,000 with £10,000 to be allocated equally to the three EIAC wards.

EIAC supported the proposal to ring fence an amount of £7.5 k to employ an apprentice and requested a further report on the appointment process and length of tenure

RESOLVED –

- a) To note the spend to date and current balances for the 2011/12 financial year, and to agree the spending plan for 2012/13 as set out in paragraphs 3:10 to 3:20 of the submitted report, including support for the proposal to fund an apprentice post
- b) To request a report on the details of the proposed apprenticeship scheme be presented to the next meeting
- c) That the following grants be awarded:

From the 2011/12 budget:

RHEA activities for elderly people	£987
Chapel FM (East Leeds FM)	£5,500
Gipton South Community Centre furniture	£2,500
Kitchen at Henry Barren Community Centre	£4,000
Fearnville Football Project	£1,049

From the 2012/13 Budget

Harehills Mini Olympics	£1,886
Youth Service Tradex Sports Project	£3,000
Harehills DPPO	£4,000
Lark in the Park	£1,000
Killingbeck & Seacroft Gala	£1,500
Gipton Gala	£1,000
Oz Box	£2,356
Summer Holiday Activities	£30,000
(with all 3 wards awarding £10k each)	
Harehills Bin-yard project	£2,000

(Under the provisions of Council Procedure Rule 16:5 Councillor Pryke required it to be recorded that he abstained from voting on the matter relating to the equal split of the Community Pot Fund between the three EIAC wards)

94 Environmental Services - Consultation of the 2012/13 Service Level Agreement

The Director of Environment & Neighbourhoods submitted a report on the services to be added to the Locality Team's portfolio and included in the Service Level Agreement (SLA). Approval was also sought for the establishment of Environmental Improvement Zones (EIZ) within the priority neighbourhoods which would allow a more targeted approach to be developed and included within the SLA. The report also highlighted the likely impact of the Queen's Jubilee and Olympic events on service delivery. Members' views on local priorities were sought.

John Woolmer, Manager of Street Cleansing & Enforcement; and Hayley Thackwray, Service Manager (Environmental Services) attended the meeting to present the report. Last years achievements included the improved relationship between the Service, EAC and local residents; the introduction of service "capacity days" and the installation of 30 litter bins. New services would include responsibility for gulleys, ginnels, graffiti, needles and dog wardens. EAC noted that provision of these additional services had been accounted for within existing budget resources. Support was sought for the creation of small teams to tackle the environmental issues within the EIZs.

EAC discussed:

- Bin and ginnel mapping. It was noted that bin mapping could be undertaken in the EIZ areas as a starting point to roll out environmental improvements. An area wide map would be included within the SLA. A ginnel map had previously been provided.
- Comments reporting the success of the local approach to tackling dog fouling in East End Park
- Lack of communal recycling bins in some areas. It was noted that the Service was not responsible for these but that the comment would be reported to the relevant officer
- Whether any of the 40 identified sites for the national £0.5m "Blight Fund" were in the EAC area – this to be reported back
- Whether resources/service team staffing were equable in every wedge

(Councillor Khan withdrew from the meeting for a short while at this point)

- The comments regarding the impact of annual leave on service provision amongst the manual litter picking team were noted.

EAC commended the officers on the achievements so far and it was noted that discussions would continue with local ward Councillors on the impact of and preparations for the Jubilee and Olympic celebrations due to the time constraints.

RESOLVED –

- a) To note the addition of further services to the delegation to the Locality Team as approved by Executive Board on 10 February 2012
- b) To agree the development of the new SLA for 2012/13, to be brought to the June meeting for approval based on the newly delegated elements, additional delivery capacity, responses to Olympic and Queen's Jubilee events and refreshed Member and Area Committee local priorities

- c) To approve the establishment of new Environmental Improvement Zones within the EIAC priority neighbourhoods as indicated in Appendix B of the submitted report

95 Actions and Achievements Report

The ENE Area Leader provided an overview of work undertaken in the Inner East during 2011/12 by the Area Support Team and updating EIAC on the latest Neighbourhood Index Profiles and the emerging priorities to be tackled through the NIPs for 2012/13. The Neighbourhood Managers attended the meeting and highlighted the key achievements in each neighbourhood for 2011/12, including the work done to reduce crime, to tackle environmental issues, to support job seekers and vulnerable people.

- Burmantofts & Richmond Hill - Sarah May, (Neighbourhood Manager) additionally highlighted the partnership working established to roll out the “steps to work” course and the results of a survey undertaken in the community revealing residents’ concerns as being worklessness; improving the environment; reduction in crime, health & wellbeing and increase in community confidence
- Killingbeck & Seacroft - Joanne Buck (Neighbourhood Manager) also reported on the success of the “don’t sit on the fence” relating to stolen goods and the priorities for next year as being reducing crime and worklessness and supporting the vulnerable
- Gipton – Joanne Buck (Neighbourhood Manager) highlighted the work done with the community to identify the perpetrators of crime and/or anti social behaviour and reassurance visits undertaken with victims of crime within 6 months. The residents survey results showed the priorities for next year remained reducing crime and anti social behaviour, worklessness, supporting vulnerable families, reducing the number of low income families and increasing community cohesion
- Harehills – Carly Grimshaw (ENE Area Assistant) reported on the work undertaken to support the creation of a Designated public Places Order in Harehills to restrict consumption of alcohol in public places and the planned Opportunities Fair to be held on 29 March 2012
- Additionally, Station Commander T Head reported WYFRS had completed 2500 fire safety checks in 2011 and anticipated 2800 this coming year

EIAC further discussed

- The opening of Richmond Hill Job Shop and whether a facility was proposed for Lincoln Green, noting the difficulties Lincoln Green residents would have using public transport to access this Job Shop. EIAC noted that provision of a Job Shop in Lincoln Green was part of the Action Plan. Partners were committed to the scheme however an ICT suite need to be secured
- Chapeltown & Harehills Forum – one member commented that several community groups had not been aware of the Forum. EIAC noted the response that C&H Forum had not yet been established, but was an ambition of local ward Councillors.
- The establishment of Harehills CLT proposed for June 2012

- One Member reported that some Burmantofts residents had not been aware of the events mentioned in the report. It was agreed that the suggestion that advertisements for events should be more widespread would be reported to the relevant Area Panel

Members commended officers on the work undertaken so far and

RESOLVED –

- a) That the contents of the report and the comments made by EIAC be noted
- b) That the Neighbourhood Improvement Plans for 2012/13 be endorsed for implementation

(Councillor Pryke withdrew from the meeting for a short while at this point)

96 Adult Social Care - Proposal to develop Integrated Health and Social Care Teams

The Director of Adult Services submitted a report on the development of integrated health and social care teams and the creation of three “demonstrator sites” to test this approach to health and social care services. John Lennon, Chief Officer Access & Inclusion, attended the meeting to present the report. EIAC welcomed the multi-service approach which would avoid duplication of service provision and benefit both the patients and service providers

RESOLVED – To note the contents of the report and to request that further updates on the progress of the demonstrator sites be provided in due course

97 Children's Services Update - Children's Services Performance Report to Area Committees

The Director of Children’s Services provided an update on the key developments taking place within Children’s Services and a performance update against the priorities of the Leeds Children and Young Peoples Plan (CYPP).

Steve Walker, Deputy Director, Safeguarding, attended the meeting to present the report and he highlighted the key challenges ahead as promoting a child friendly city and the pledges at the heart of the Leeds Education Challenge. It was noted that the Children’s Social Work teams had commenced locality based working on 5 March 2012.

Members noted the resources required to support looked after children and the comment made by Councillor Morgan in her capacity as a corporate carer regarding the length of time for basic repairs to be undertaken in residential Homes. EIAC discussed the following:

- the number of looked after children in the EIAC area and the subsequent impact on the community
- cluster level services will support children before the point a child needs to be looked after, as evidenced in the recent reduction in the number of referrals. Early intervention and access to the right services and contact with the child’s wider family were essential to providing a successful support network.

- the role of Child Protection Plans and the multi agency approach that requires
- the need for all schools, including Academy status schools, to provide attendance data. Members highlighted the fact that all Roman Catholic Secondary Schools in the area were due to become Academies

Members also suggested that play spaces mapping should be undertaken as some children living in the more densely populated areas often were not aware of the nearest usable play space. It was noted that Children's and Leisure Services would have to liaise on this matter and ward Councillors agreed to assist.

RESOLVED –

- a) To note the contents of the report
- b) To note the comments made on the type and extent of performance information provided, including the reporting schedule included at Appendix 1

98 LDF Core Strategy - Publication Document

EIAC considered the report of the Director of Development on the Local Development Framework (Publication Draft) which was approved by Executive Board on 10 February 2012 for public consultation. The document was presented to EIAC as part of the consultation process. The Core Strategy took a district wide approach to planning for the homes and jobs Leeds' communities required, in a sustainable manner.

(Councillor Morgan withdrew from the meeting for a short while at this point)

Members commented that regeneration could be hindered by a concentration of a certain type of housing in particular neighbourhoods/streets. EIAC identified the pressures added to community support networks/services and infrastructure through the conversion of houses to flats. It was felt that conversion of some house types in certain neighbourhoods was unsuitable and the Core Strategy should aim to address this.

Officers responded that the Policy H6 dealt with Houses in Multiple Occupation generally to ensure there was no over concentration of HMO's. A further Policy Document concentrated on preserving the character of an area - but that supplementary Guidance Documents would provide the detail on how to approach specific issues

RESOLVED –

- a) That the contents of the report be noted and the comments made by Members regarding flat conversions and the impact on the character and sustainability of an area be noted
- b) That the request for formal comments on the soundness of the Core Strategy document to be submitted on a Core Strategy Comments Form (included at Appendix 1) be noted

(Councillor Selby left the meeting at this point)

99 Welfare Reform Project Team - East North East Welfare Reform Project Team

The ENE Area Leader submitted a report summarising the main issues arising from the Welfare Reform programme and an update on the work undertaken within the ENE area in preparation for the changes due to come into effect in April 2013.

EIAC noted a comment made by Councillor Grahame that elected Members should be provided with a dedicated contact number for advice on the changes to the welfare system and it was agreed that this would be forwarded to the Strategic Group to progress. Councillor Grahame also tabled copies of an article published in the Municipal Journal on 2nd June 2011 entitled “£500m black hole looms over 2013 benefit change”

RESOLVED –

- a) To note the progress made in the locality to develop an action plan to mitigate the impact of the welfare reform changes to come into force in April 2013
- b) To note the comments made on the work undertaken so far
- c) To support the development of a communication strategy to underpin the work of the city wide strategy and focussing on the need of the residents within the ENE area
- d) To note the action taken to support customers affected by the welfare reform
- e) changes which came into effect in January 2012

100 Update on Leeds Citizens Panel

The ENE Area Leader presented a report providing an update on the Leeds Citizens Panel. The Chair expressed the Committees’ disappointment over the level of uptake but noted that proposals were being drawn up to increase public interest in the Panel

RESOLVED – To note the contents of the report

101 Area Committee Forward Plan 2012/13

EIAC considered the report of the ENE Area leader setting out a schedule of reports expected to be presented to the Committee during the 2012/13 Municipal Year

RESOLVED – To approve the contents of the forward plan for the 2012/13 Municipal Year

102 Dates Times and Venues of Area Committee Meetings for the 2012/13 Municipal Year

The Chief Officer, Democratic and Central Services, submitted a report seeking approval for the proposed meeting dates for the 2012/13 Municipal Year and requesting comments on the venue and timings of the meetings

RESOLVED –

- a) To agree the dates of EIAC meetings for the 2012/13 Municipal Year as follows (All meetings to be held on Thursdays and commence at 5.30 pm):
21st June 2012; 6th September 2012; 18th October 2012; 6 December 2012; 7th February 2013; 21st March 2013 and 9th May 2013

- b) To hold the October; December and February meetings in the Civic Hall
- c) To agree to hold the June; September and March meetings in a location to be determined within each of the wards

103 Date and Time of Next Meeting

RESOLVED – To note the date of the next meeting as Wednesday 16th May 2012 with an amended start time of 5.30 pm

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EAST (INNER) AREA COMMITTEE

WEDNESDAY, 16TH MAY, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors A Hussain, B Selby, V Morgan,
M Ingham, A Khan, R Grahame,
K Maqsood and R Harington

Apologies Councillor A Taylor

104 Chairs Opening remarks

Councillor Hyde welcomed all present to this, the last EIAC meeting of the 2011/12 Municipal Year and welcomed Councillors M Ingham and R Harington as new ward councillors for Burmantofts & Richmond Hill and Gipton & Harehills respectively

105 Declaration of Interests

There were no declarations of interest

106 Apologies for Absence

Apologies for absence were received from Mr R Manners, Ms L Johnson and Councillor A Taylor

107 Open Forum

No matters were raised under the Open Forum

108 Minutes

RESOLVED – That the minutes of the previous meeting held 22nd March 2012 be agreed as a correct record

109 Matters Arising

Minute 89 Open Forum (Creative Workshops) Mr P Ratcliffe was in attendance. It was noted a report would be presented to the June meeting on the progress made so far with the proposals to establish a creative workshop
Minute 95 Actions & Achievements (Richmond Hill and Lincoln Green jobshops) The Chair requested that local ward Councillors receive an update report on the progress made to establish the two Job Shops

Additionally Councillor R Grahame referred to two publications he wished to table entitled “Leeds Labour Market” and “Inequality to Inclusion”. It was agreed that these would be despatched to members of EIAC

Following consideration of any matters arising, Councillor Hyde relinquished the role of Chair in order that the Committee could consider the next item of business

110 Election of Area Committee Chair for the 2012/13 Municipal Year

The Chief Officer, Democratic and Central Services, submitted a report on the process for the election of the Area Committee Chair for the 2012/13 Municipal Year in accordance with Article 10 of the Council's Constitution and Paragraph 5 of the Area Procedure Committee Rules. The report included a copy of the relevant Procedure Rules for reference.

It was reported that one nominee for Chair had been submitted by the closing date for receipt of nominations – that nominee being Councillor G Hyde. The Area Committee unanimously supported the motion to elect Councillor G Hyde as Chair and it was

RESOLVED – That Councillor G Hyde be duly elected as chair of the East Inner Area Committee for the 2012/13 Municipal Year

111 Any Other Business

Co-optee membership – a comment highlighting the lack of co-optees from the Gipton and Harehills localities was noted. EIAC noted that this would be raised at the next meeting of the Gipton CLT

Sub Groups – EIAC requested that dates for sub group meeting should be provided as soon as possible so that these can be entered into Members' electronic diaries

School allocations – EIAC noted that ward councillors had received a number of queries from parents whose children had not been allocated a place at their first choice of local school, and comments that some children were schooled outside of the east Leeds area were noted. EIAC requested that an officer from the Schools Allocations Section, Children's Services attend the June meeting

112 Councillor P Gruen - Executive Member for Neighbourhoods, Housing and Regeneration

Councillor P Gruen, Executive Member for Neighbourhoods, Housing and Regeneration, addressed the meeting on proposals to enhance the role of Area Committees in two new areas of work:

- the delivery of the Jobs + Skills Service through making local connections with the corporate LCC approach
- as consultees on major planning applications within the AC area

RESOLVED – To note the information provided by Councillor Gruen and to note the intention to present a detailed report to the June AC meeting

113 Dates of Future Meetings

RESOLVED - To note the dates for future meetings of East Inner Area Committee for the 2012/13 Municipal Year as the following: 21st June 2012; 6th September 2012, 18th October 2012; 6th December 2012; 7th February 2013; 21st March 2013 and 9th May 2013

(All meetings to be held on Thursdays at 5:30 pm)

EAST (INNER) AREA COMMITTEE

THURSDAY, 21ST JUNE, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors A Hussain, B Selby, V Morgan,
A Khan, R Grahame and R Harington

1 Chair's Opening Remarks

Councillor Hyde welcomed all present to the first meeting of the East Inner Area Committee for the 2012/13 Municipal Year and brief introductions were made

2 Late Items

The Committee accepted one late item of business onto the agenda for consideration relating to school admissions in East Leeds (minute 17 refers)

3 Declaration of Interests

The following Members declared personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct:

Councillors R Grahame, G Hyde, A Khan, and Morgan – all declared personal interests as Area Committee appointed members of the East North East ALMO Area Panel in relation to the item on ALMO Target Hardening (minute 9 refers)

4 Apologies for Absence

Apologies for absence were received from Councillors Ingham and Maqsood

5 Open Forum

In accordance with Paragraphs 6:24 and 6:25 of the Area Committee Procedure rules the Chair admitted two items of business to be brought to the attention of the Committee through the Open Forum

a) Mr Sarwar addressed the Committee on dog fouling in the Coldcotes area of LS9 and his experience of reporting problems to the dog wardens. Mr Sarwar directed comments to Mr J Woolmer, ENE Area Manager, Street Cleansing & Enforcement, who was in attendance and discussion followed on measures being considered to deal with this issue, including appropriate signage in the area.

RESOLVED - The Committee thanked Mr Sarwar for his representation and confirmed that a liaison meeting should be arranged for ward Councillors, relevant officers and Mr Sarwar

b) Councillor A Khan reported on the recent decision taken by Executive Board to approve a site in East End Park as the location for the Leeds Incinerator. Both Councillors R Grahame and A Khan wished their objection to this decision to be formally recorded

RESOLVED – To note the comments of the ward Councillors

6 Minutes

RESOLVED –That subject to an amendment to the attendance list to include Councillor Harington, the minutes of the meeting held 16th May 2012 be agreed as a correct record

7 Matters Arising

Minute 109 Creative Workshops – Councillor Grahame expressed his thanks to Area Management officers for the assistance offered to Mr P Ratcliffe who had previously addressed the Committee on his proposals for an East Leeds Creative Workshop

8 Delegation of Environmental Services - 2012/13 Service Level Agreement

The ENE Locality Manager submitted a report on the refreshed SLA drawn up for the delivery of environmental services in Inner East during the 2012/13 municipal year. The report highlighted new elements of service to be delivered through the locality team and sought approval of the SLA document (attached as Appendix A). The report also included a breakdown of the ENE Locality Team budget for 2012/13 at Appendix B and the current structure for the ENE Locality Team at Appendix C.

Mr J Woolmer attended the meeting and highlighted the following matters relating to the work of the Environmental Services Team

- The increased management and greater resources devolved to the Team to tackle street cleansing
- The work undertaken in the new Environmental improvement Zones. A map of the Zones previously approved by the Committee was included as Appendix D of the report
- The close liaison with West Yorkshire Police which was beneficial in tackling environmental crime
- The successes of the 2011/12 SLA and the lessons learnt so far

The Committee discussed issues relating to:

- The value of input provided by ward Councillors to focus service provision
- Whether there were any powers available to encourage shopkeepers to de-litter areas around their premises
- The value of creating links with education to prevent environmental crime, and the need to assess the success of other core cities in achieving this. Members noted that consideration was being given in how to incorporate this into the work of the team, within existing resources
- Bulky waste - consideration of the whether partnership working with the ALMO would allow LCC to utilise ALMO vehicles when not in use to remove bulky waste
- Binyards – ownership and responsibility for clearing binyards, the enforcement process and the costs of blocking up binyards. Members noted the comment that the process could be better publicised to residents and requested that a further report be brought to a future meeting

RESOLVED -

Draft minutes to be approved at the meeting
to be held on Thursday, 6th September, 2012

- a) That the contents of the report be noted
- b) That approval be given to the Service Level Agreement for 2012/13 as presented in the submitted report
- c) To request a further report on issues related to binyard ownership and responsibility, the enforcement process and costs of blocking up be presented to EIAC in due course

9 ALMO Target Hardening Programme

The Chief Executive, ENE Homes submitted a report setting out the investment programme across Leeds ALMO's to target harden Council properties, particularly through upgrading eurocylinder door locks. The report also outlined a request for EIAC to consider financial support to extend the programme to vulnerable and/or elderly residents within the EIAC area.

Mr T Butler attended the meeting and highlighted the contribution that the inherent weakness in the eurocylinder lock barrel fitted to many replacement UPVC doors made to increased burglary rates across the city. Action had already been taken to ensure that any replacement locks being fitted by ALMO Contractors meet the Sold Secure Diamond Level standard but other target hardening measures would be required to adequately protect homes from burglary. Additionally recent media interest in the locks had required that those arrangements to be extended and expanded as a matter of urgency.

RESOLVED - To note the investment programme across the Leeds ALMO's to target harden Council properties and to note that a request for financial support to extend the programme to vulnerable and/or elderly owners in the three Wards making up the Inner East Area Committee area had been submitted to the Wellbeing Fund.

10 Local Authority Appointments to Outside Bodies

The Chief Officer, Democratic and Central Services, submitted a report on Elected Member Appointments to Outside Bodies seeking appointments to those Outside Bodies falling within the remit of the East Inner Area Committee as identified in Appendix 2 of the report, having regard to the Appointments to Outside Bodies Procedure Rules as detailed at Appendix 1.

The report also noted that the Area Committee had previously appointed to area based partnership groups with Members acting as local 'champions' in respect of each theme based Leeds Initiative partnership group, however Leeds Initiative had undergone a significant reconfiguration and Elected Member representation in respect of Leeds Initiative had yet to be considered by Member Management Committee. It was further noted that EIAC members had indicated their wish to continue to appoint to the partnerships until details became available from Member Management Committee later in the year

RESOLVED –

- a) To note the following appointments:

Outside Body	Name(s)	Review Date
Chapeltown Bureau	Citizen Advice To be confirmed by ward Councillors	

Richmond Hill Elderly Aid	M Ingham	June 2013
East North East ALMO Area Panels	V Morgan K Maqsood M Ingham	June 2013

Area Based Partnership

Divisional Community Safety Partnership	B Selby	June 2013
Area Children's Partnership	V Morgan	June 2013
Area Health & Wellbeing Partnership	R Harington	June 2013
Area Employment, Enterprise & Training Partnership	R Grahame	June 2013

11 Appointment of Co-Optees to the Area Committee

The Chief Officer, Democratic and Central Services, submitted a report outlining proposals for the appointment of co-optees to the Area Committee from the Community Leadership Teams, once established, for the 2012/13 Municipal Year.

It was noted that no formal nominations for 2012/13 had been received at the time of writing the report but an update was provided at the meeting. Officers requested that reference to the Burmantofts & Richmond Hill Neighbourhood Improvement Board should be deleted, as per the recommendations of a recent ward Councillor meeting.

The Committee reiterated its support for the CLT structure as a means to engage with local communities and discussed the future of the B&RH CLT with community representatives present at the meeting and suggested that a member of the Area Committee should attend a meeting of the B&RH Forum to make a presentation on the diverse community group membership and terms of reference of an existing CLT

RESOLVED – To note the arrangements for the appointment of co-optees for the 2012/13 Municipal Year and to request that future appointments to the co-optee vacancies be reported to the Area Committee as appropriate

12 North East Divisional Community Safety Partnership Annual Report

EIAC considered the report of the North East Divisional Community Safety Partnership providing an update on the overall performance of the North East Leeds Community Safety Partnership and Neighbourhood Policing Teams during 2011/12. The report also included an overview of the partnership working undertaken in the locality to reduce crime and disorder.

Ms B Yearwood and Chief Inspector M Hunter attended the meeting and the meeting discussed the following key issues:

- The reduction in recorded crime across the three wards
- The work undertaken and proposed through the ward Action Plans
- The work undertaken in the Burmantofts & Richmond Hill and Chapel Allerton wards with funding awarded through ENE Community Safety in 2011/12. Killingbeck & Seacroft and Gipton & Harehills wards would

benefit from a similar award this year, although annual funding for all wards was not sustainable

- Noted the suggestion that court outcomes should be available
- The need to highlight to the effectiveness of the scheme funded by EIAC to provide the police with off-road motorcycles to tackle crime
- A request to provide EIAC with court outcomes subsequent to the prosecutions undertaken by the Team, where appropriate
- Referring to the statistics, Ch Insp Hunter reassured EIAC that police officers were deployed in the B&RH area between 12 midnight and 4 am in targeted patrols. The success of the target hardening strategy in reducing the number of burglaries was also emphasised although EIAC noted the comment that an Area Panel could reallocate funding and this should be pursued by the ward councillors on the Panel
- The types of incident recorded within the term “violent crime” and commented that domestic violence was prevalent in the EIAC area. Members requested that a breakdown of the types of crime within the term “violent crime” be provided on a ward by ward basis to future meetings

RESOLVED -

- a) That the contents of the report from the North East Divisional Community Safety Partnership and the discussions be noted
- b) To continue to support the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2012/13 through partnership work at neighbourhood level.
- c) To request ward based reports on violent crime statistics be presented to future meetings

13 East North East Welfare Reform Project Team

The ENE Area Leader provided EIAC with an update on the work undertaken by the Project Team in the ENE area to support the work of the citywide welfare reform strategy. It was reported that a communications strategy had been prepared and this would be made available to Members in due course.

Key concerns were highlighted as being:

- establishing information sharing protocols
- prioritising the importance of universal credit
- digital access.
- the implications of the changes to legal aid system which would come into effect at the same time as welfare reform changes.

Members expressed deep concern that residents would not prepare for the changes and further discussed:

- A suggestion that Trading Standards should be involved with the team as it was likely that residents would approach loan sharks for financial assistance and a robust approach to loan sharks in the community was required
- Impact of the bedroom tax on residents
- Impact of the changes on the private rent sector and landlords
- Impact of the changes on care proceedings and other court proceedings

Members noted the arrangements in place for representatives from CAB, Leeds Credit Union, the voluntary sector, LCC Children's Services and Adult Social Care to work with the Team in order to widen the contact with the community. Members considered if further measures, such as providing space for an advice desk or Credit Union officer within LCC premises would be feasible. Members requested that regular update reports on the work of the Team be presented to EIAC and ward member briefings

RESOLVED –

- a) To note the progress made since the last update in March 2012
- b) To note the contents of the report and the discussions and to note the request to provide the Team with information on any community groups and local representatives who can support the work going forward.

14 Wellbeing Fund

The ENE Area Leader submitted a report providing an overview of spending to date and seeking consideration of a number of new project proposals requesting funding. The budget summary was included at Appendix A. The report highlighted the work undertaken city wide to review any areas of underspend in Wellbeing budgets. Subsequently, taking into account underspend and carryover from 2011/12, the total budget for the Inner East Area Committee for 2012/13 was £410,868. This figure included schemes approved and ongoing from 2011/12.

Previously EIAC agreed to split the wellbeing budget three ways between the wards with the recommendation that a pot for small grants and pot/s for Tasking teams be set aside. The agreements reached at ward member meetings were reported as:

Killingbeck & Seacroft

Small grants	£3,000
Tasking	£12,000

Gipton & Harehills

Small Grants	£3,000
Gipton Tasking	£6,000
Harehills Tasking	£6,000

Burmantofts & Richmond Hill

Small Grants	£2,000
Tasking	£10,000
Community Engagement	£1,072 (This money will be added to the Community Engagement pot for spend specifically in BRH)

RESOLVED – To note the contents of the report and the current budget and to agree to the following grant awards:

Lincoln Green Computer Suite	£5,519
Police Off Road Motor Cycles	£2,500
Off the Streets	£4,376
World Music Mini Fest	£1,700
Mums doing it R way	£1,000
Burglary Reduction Project	£4,677

Draft minutes to be approved at the meeting to be held on Thursday, 6th September, 2012

Body & Soul Project	£6,958
ENEH Cross ALMO Target Hardening	£4,500

15 Area Committee Work Programme

The ENE Area Leader submitted a report setting out the proposed Area Committee work programme for the 2012/13 Municipal Year and requesting consideration of the top three priorities for the forthcoming year, membership of the Area Committee sub groups and Chairs of the Community Leadership Teams and seeking approval for the draft Community Charter

RESOLVED -

- a) To approve the Inner East Area Community Charter for 2012/13 as submitted with the report and to approve the attached mailing list
- b) To agree the actions for 2012/13 set out in the Performance Framework and the reporting mechanism.
- c) To agree the following appointments to the Area Committee sub groups and existing Community Leadership Teams and Forums:

Sub Groups

Health & Wellbeing - V Morgan, R Grahame and G Harington (Chair)

Community Safety - K Maqsood, M Ingham, G Hyde and B Selby (Chair)

Environment -A Khan, A Hussain and G Hyde (Chair)

Planning - B Selby, A Hussain and A Khan (Chair)

Community Leadership Teams

Killingbeck & Seacroft Chair – V Morgan

Burmantofts & Richmond Hill Chair – R Grahame

Harehills Chair – A Hussain

Gipton Chair – K Maqsood

16 Environmental and Community Centres sub group minutes

RESOLVED – To note the report of the ENE Area Leader on the issues discussed at the Area Committee sub groups and to note the minutes of the following meetings:

- a) Environmental Sub Group meeting held 15 May 2012
- b) Community Centre Working group held 27th March 2012

17 Late Item

The Director of Children’s Services submitted a late report for consideration with the agreement of the Chair regarding admissions arrangements and available school places in East Leeds.

Members commented that the report did not make reference to the Burmantofts and Richmond Hill ward and a request to defer consideration of the matter to the next meeting to allow time for the information to be gathered was supported

RESOLVED – To defer consideration of the matter to the next meeting

18 Date, Time and Venue of next meeting

RESOLVED – To note the next meeting will be held on Thursday 6th September 2012 at 5.30 pm in Victoria Primary School, Ivy Avenue, Leeds LS9

Draft minutes to be approved at the meeting to be held on Thursday, 6th September, 2012

Draft minutes to be approved at the meeting
to be held on Thursday, 6th September, 2012

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 21ST MARCH, 2012

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
G Driver, K Groves, M Iqbal, E Nash and
A Ogilvie

72 Chair's Opening Remarks

The Chair welcomed all in attendance to the March meeting of the South (Inner) Area Committee and invited everyone present to introduce themselves.

73 Late Items

There were no late items added to the agenda.

74 Declarations of Interest

Councillor Gabriel declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Health for All, a member of Holbeck Gala, a member of Beeston Festival and a member of Friends of Cross Flatts Park (Minute No. 87 refers).

Councillor Blake declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Health for All (Minute No. 87 refers).

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Holbeck Gala, a member of Beeston Festival and a member of Friends of Cross Flatts Park (Minute No. 87 refers).

Councillor Iqbal declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Hunslet Festival/Gala (Minute No. 87 refers).

Councillor Groves declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Friends of Middleton Park (Minute No. 87 refers).

Councillor Driver declared a personal interest in the agenda item entitled, 'Wellbeing Report', due to being a member of Friends of Middleton Park and due to being a Trustee of Groundwork (Minute No. 87 refers).

75 Apologies for Absence

Minutes approved as a correct record at the meeting
held on Wednesday, 16th May, 2012

There were no apologies for absence.

76 Minutes - 8th February 2012

RESOLVED – That the minutes of the meeting held on 8th February 2012 be approved as a correct record.

77 Matters Arising

Minute No. 65 – Open Forum

The Area Officer confirmed that action had been taken on the following matters:

- motorists parked in the bus lane on Dewsbury Road;
- litter outside various shop premises in Holbeck; and
- litter on St. Mathews Street, Holbeck.

Minute 66. – South East Health and Wellbeing Partnership Progress Update

The Committee were informed by the Area Improvement Manager that further profiling work will be undertaken, with such profiles being considered by the Health and Wellbeing Partnership, prior to being submitted to Ward briefings.

Regarding the Children and Young People's element of this initiative, the Area Leader advised that a meeting had taken place with the Leader and the Executive Member for Children's Services, and that a follow up meeting was to be arranged. It was reported that other areas across the city wanted to replicate the approach taken by the Inner South area.

78 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion there were no matters raised by members of the public in attendance at the meeting.

79 Leeds Station Southern Entrance

Tom Gifford of Metro presented a report of the Metro (Development Team), the report provided Members with an update on the development of a new pedestrian entrance to the South of Leeds Railway Station, known as Leeds Station Southern entrance.

Joanne Blignaut of Metro was also in attendance to answer Member questions.

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

Members discussed the report and raised the following issues:

- the potential for users of the entrance being able to see into the windows of the flats which are nearby and what would be done by Metro to mitigate this;
- whether full consideration had been given to the number of people using the new entrance and whether it could cope with large volumes of people;
- the practicalities of people accessing the south of the city from this new entrance and whether the surrounding pedestrian infrastructure would be improved;
- regarding the parking and drop off facilities at the new entrance, the Committee noted that the Southern entrance was a pedestrian facility and that parking and drop off provision would be addressed by separate initiatives.

RESOLVED – The Committee resolved to note the contents of this report.

80 Update to the merger of Joseph Priestley School and Leeds City College

The Deputy Principal (Students and South Leeds) presented her report. The report updated and informed Members on the merger transition of Joseph Priestley with Leeds City College to date and provided details of the future plans that the college has.

Members of the Committee discussed the report in detail highlighting the following points:

- the difficulties faced by students in gaining an apprenticeship and what procedures are in place when unsuccessful;
- the need for educational establishments to have earlier access to data regarding NEETs (not in education, employment or training), the desire for Leeds to be a 'NEET' free city and for Leeds to keep track of young people who were classed as NEET or 'not known' by agencies sharing data more effectively and via the work of the Children's Trust Board. Members highlighted how such matters could be considered by the Children and Young People's Sub Group;
- that attempts should be made to get non standard achievers involved in learning experiences and to engage all young people, via broader curriculums and curriculums which were moulded more towards local need.

RESOLVED – The Committee resolved to note the contents of the report.

81 Lower Kirkgate Townscape Heritage Initiative

The Regeneration Manager (Programmes and Programmes) presented a report of the Director of City Development and Environment and Neighbourhoods. The report detailed the proposal to submit a Stage 2 bid to

the Heritage Lottery Fund (HLF) for the creation of the Lower Kirkgate Townscape Heritage Initiative.

Members welcomed the initiative and discussed the report in detail, asking officers present about the engagement that has taken place with neighbouring communities, specifically Richmond Hill. Members also highlighted the need for Lower Kirkgate to be developed in order for it to compliment the rest of the city centre and emphasised the need for local residents to have access to any training and employment opportunities which were created as a result.

RESOLVED – The Committee resolved to note the contents of the report.

82 Proposal to develop Integrated Health and Social Care teams

The Chief Officer (Access and Inclusion) presented a report of the Director of Adult Social Services. The report presented the Committee with details of the work being undertaken in Leeds to improve the effectiveness of health and social care services. The report also described the approach of using demonstrator sites to test out and develop aspects of the model of service.

Members discussed the report in detail the key points raised were:

- the alarming demographic change in terms of the age of the population and the need for such changes in service provision to address all the associated problems of an ageing population and failing to provide a good quality of life;
- Members received assurances regarding the quality of data possessed by GPs;
- with public health returning to the local authority the difficulties that might be faced by GPs tailoring services for the community and the need for GPs to understand the wider issues in the community;
- the need for adequate funding to fund the services being taken on by the local authority;
- Members emphasised the need for all aspects of the children and young people agenda, together with the promotion of healthy lifestyles via the leisure agenda, to be fully integrated into the work being undertaken to develop integrated Health and Social Care teams.

RESOLVED – The Committee resolved to:

- (a) note the contents of the report; and
- (b) request a progress report to be heard in six months time.

83 Environmental Services - Consultation on the 2012/13 Service Level Agreement

The Locality Manager (South and Outer East Leeds) presented a report of the Director of Environment and Neighbourhoods. The report provided Members with an update on services previously managed at a city wide level that are delegated to the Area Committee to oversee and managed through the

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

Locality Team. The report also confirmed the proposed local priorities, operational principles and service improvements to be included in the 2012/13 Service Level Agreement to be consulted on with Ward Councillors and agreed between the new service and the South Inner Area Committee at the June meeting.

The report was welcomed by Members during the period of the first SLA who also agreed that the service has improved.

RESOLVED - The Committee Resolved to:

- note the addition of further services to the delegation (outlined section 3.6.1 of the report) and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10th February 2012 (outlined at Appendix A to the report).

1.

- Agree the development of the new SLA for 2012/13 to be brought to the June meeting for approval based on:
 - a. the inclusion of the additional services (outlined at section 3.6 to the report)
 - b. the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows (outlined at section 3.7 to the report)
 - c. the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties) (outlined at section 3.8 to the report)
 - d. the SSE Locality Team's responses to addressing the Area Committee Member's local priorities (outlined at section 3.9 to the report)
 - e. the SSE Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February (outlined at section 3.10 to the report)

2. f. the refreshed service principles (outlined at 3.11 to the report).

84 Children's Services Performance Report to Area Committees

The Deputy Director, Safeguarding, Specialist and Targeted Services, presented a report of the Director of Children's Services. The report provided the Committee with an update on Children's Services' developments including progress against the priorities of the Leeds Children and Young People's

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

Plan. The report built on previous reports presented to the Area Committee in 2010 and 2011.

The key points discussed by Members were as follows:

- the importance of initiating and completing more Common Assessment Framework's (CAFs) in the future and the possibility of them being simplified in order to complete more;
- the need for the figures as featured within the report to improve, especially in light of the differences between inner city schools and schools in outer areas and the need for resource allocation to be targeted in those areas which required it most. In response, the Deputy Director advised that further details could be provided regarding the criteria associated with resource allocation; and
- Members suggested that in future reports and statistics should be included to show standards in high schools in neighbouring wards and authorities that adjoin South Leeds, as many Inner South Leeds young people attend such schools;
- Members requested that a report be submitted to a future meeting regarding educational standards for those schools in Inner South Leeds.
- Members highlighted the number of young people classed as 'not known' specifically in the City and Hunslet Ward and sought further information on this matter.

RESOLVED – The Committee resolved to:

- (a) to note the contents of the report; and
- (b) receive information focusing upon the educational standards obtained by those schools within Inner South Leeds as detailed above.

85 LDF Core Strategy - Publication Document

The Head of Planning and Economic Policy presented a report of the Director of City Development. The Team Leader (Local Plans East) was also in attendance to answer any questions Members had. The report informed the Committee of the public consultation which is currently taking place for the Core Strategy. The report also informed the Committee that after this consultation period representations made will be submitted to the Secretary of State for independent examination.

Members considered the report, informing officers that the Core Strategy document was useful, but highlighted the difficulties in accessing such a comprehensive document. In response, Members were assured that hard copies would be made available to Members of the Area Committee.

Members discussed the report raising the following points:

- Concerns were raised about houses being converted in to flats, where the house isn't large enough to complete this change satisfactorily and it was requested that this concern was formally submitted as part of the Core Strategy consultation exercise with Members agreeing that no property of less than 120sq metres of ground space be divided into flats;
- Members highlighted the increased birth rates that the city was experiencing, and the need for housing and schools provision, together with other infrastructure and highlighted the need for Members to be fully engaged on the proposals to address such matters. In response, Members' concerns were acknowledged, and were advised that the Committee would be provided with hard copies of the infrastructure plan;
- The Committee was provided with an overview of Elected Member involvement in the remainder of the Core Strategy process;
- Members highlighted the importance of brown field sites within Inner South Leeds; and
- That £20,000 had been allocated to the Holbeck Neighbourhood Planning Pilot. Officers undertook to provide the Committee with an update in due course, as to how This project is to be progressed.

RESOLVED –

- (a) The Committee resolved to note the contents of the report.
- (b) That the comments made by the Area Committee be fed into the formal consultation process on the Core Strategy.

86 Inner South Area Committee Business Plan 2011-12

The Area Project Officer presented a report of the Area Leader (South East) the report presented the final version of the Area Committee Business Plan 2011/12. The report requested that the Area Committee approve a three year plan which will be refreshed annually.

Members were requested to consider the document attached to the cover report, specifically in terms of the Ward profiles, and submit any comments to Area to the Area Support team, with a further draft, incorporating such comments being submitted to the June 2012.

RESOLVED –

- (a) that the contents of the submitted report, together with the Business Plan, especially Section 6 (Priorities and Actions 2012), be noted; and
- (b) that updates be received at future meetings and that a three year plan be adopted, which will be subject to a refresh annually.

87 Wellbeing Report

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report sought to provide:

1. Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation.
2. Confirmation of the 2012/13 revenue allocation and the 2011/12 carry forward figure.
3. An update on both the revenue and capital elements of the Well being budget.
4. Details of revenue funding for consideration and approval
5. Details of revenue projects agreed to date (as shown at Appendix 1 to the report)
6. Members are also asked to note the current position of the Small Grants Budget

Members received an update on, and an overview of the newly established Children and Young People's Sub Group, and on the criteria which would be used when allocating the funding which had been ringfenced to initiatives relating to the Children and Young People's agenda.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the position of the Wellbeing Budget, as set out at paragraph 3.0 of the submitted report, be noted;
- (c) That the ring fencing arrangements, as proposed within paragraph 3.4 of the submitted report, be approved, subject to the ringfencing proposals for Community Safety initiatives, as outlined specifically within paragraphs 3.4.1-3.4.6 being approved upon receipt of information in response to the issues raised by Members during the meeting;
- (d) That the Wellbeing revenue projects, which have previously been agreed by the Area Committee, as listed within Appendix 1 to the submitted report, be noted;
- (e) That the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 and appendix 3 of the submitted report:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Belle Isle Gala 2012	Health For All	£5,000.00 (Revenue) – Approved.
Hunslet Community Gala 2012	Hunslet Festival	£1,000.00 (Revenue) – Approved.

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

Holbeck Gala 2012	Holbeck Gala	£3,500.00 (Revenue) (Beeston & Holbeck Ward £2,333.00 and City & Hunslet Ward £1,167.00) - Approved
Beeston Festival 2012	Beeston Festival	£5,000.00 (Revenue) (£2,500.00 Beeston & Holbeck and £2,500.00 City & Hunslet) – Approved.
Bands in the Park and Dog Show 2012	Friend of Cross Flatts Park	£2,300.00 (Revenue) – Approved.
Middleton Park Craft, Flower and Produce Show	Friends of Middleton Park	£3,080.00 (Revenue) (Middleton Park Ward) – Approved.
South Leeds Superstars 2012	Tiger 11	£9,329.00 (Revenue) (£2,943.00 Beeston & Holbeck Ward, £3,610.00 City & Hunslet Ward and £2,776.00 Middleton Park Ward) – Approved.
South Leeds Life	Health For All	£9,000.00 (Revenue) (£3,000.00 from each Ward) – Approved, subject to the development of a distribution schedule.
Young People First Project	Leeds Youth Service	£15,390.00 (Revenue) (£9,129.00 Beeston & Holbeck Ward and £6,261.00 City & Hunslet Ward) – Deferred, in order to enable the application to be referred to the Inner South Children and Young People’s Working Group for consideration.
HITBase	St. Lukes Cares	£12,500.00 (Revenue) - Deferred, in order to enable the application to be referred to the Inner South Children and Young People’s Working Group for

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

Marlboroughs Green Roof Project Middleton Worker	Groundwork Leeds Re'new	consideration. £5,995.00 (Revenue) – Approved. That the contract be allowed to lapse at its conclusion on 31st March 2012.
Hunslet Library – Additional Items	Library and Information Services	£1,300.00 (Revenue) – Approved, subject to any of this funding which can be allocated from City & Hunslet Ward's capital budget being utilised.
Victims of Crime Fund	West Yorkshire Police	£2,500.00 (Revenue) - Approved, upon receipt of information in response to the issues raised by Members during the meeting.
West Yorkshire Police Off-Road Bikes	West Yorkshire Police	£2,964.00 (Revenue) – Approved, upon receipt of information in response to the issues raised by Members during the meeting.
Domestic Violence Educations and Support Project	Women's Health Matters	£8,000.00 (Revenue) – Approved, upon receipt of information in response to the issues raised by Members during the meeting.
Keep Sussed and Safe (SL)	Getaway Girls	£6,630.00 (Revenue) – Approved, upon receipt of information in response to the issues raised by Members during the meeting.
No Cold Calling Zones	Leeds City Council Licensing	£1,800.00 (Revenue) – Approved, upon receipt of information in response to the issues raised by Members during the meeting.

Minutes approved as a correct record at the meeting held on Wednesday, 16th May, 2012

New projects to be developed via the Crime and Grime meetings

£5,016.00 (Revenue) –
Approved.

- (f) That the current position, in respect of Small Grant allocation, as detailed at paragraph 5.0 of the submitted report, be noted.

88 A Summary of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

RESOLVED – That the contents of the submitted report be no

89 Dates, Times and Venues of Area Committee Meetings 2012/13

The Senior Governance Officer presented a report of the Chief Officer (Democratic and Central Services). The report sought the Area Committee's formal approval of a meeting schedule for the 2012/13 municipal year. Members were also requested to give consideration as to whether they wish to continue with the Committee's current meeting venue arrangements or whether they would like to request any amendments to such arrangements.

Members requested that the May 2013 meeting be held on a Wednesday instead of a Thursday, so that it was consistent with the rest of the meeting schedule for 2012/13. Officers undertook to ensure that this change was made, should it be possible.

RESOLVED – The Committee resolved to:

- (a) agree the meeting dates and times as set out in paragraph 3.1.1 to the report, with investigations to be undertaken as to whether the 9th May 2013 meeting to elect a chair can take place on a Wednesday; and
- (b) agree to continue with the current meeting venue arrangements.

90 Date, Time and Venue of Next Meeting

Wednesday, 16th May 2012 at 6.30pm

91 Councillor Driver

On behalf of the Committee, the Chair paid tribute to and thanked Councillor Geoff Driver for his service both to the Committee and to the Council, as this marked his final meeting of the South (Inner) Area Committee, before stepping down from his position as a Leeds City Councillor.

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 16TH MAY, 2012

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, M Iqbal,
A Ogilvie and P Truswell

Apologies Councillors K Groves, E Nash and P Davey
and Shaid Mahomood (Area Leader)

92 Appeals Against Refusal of Inspection of Documents

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

93 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

94 Late Items

There were no late items submitted to the agenda for consideration. However supplementary information was circulated at the meeting with regards to Agenda Item 10 (Minute No.102 refers) in the form of Appendices 1 - 4.

95 Declarations of Interest

There were no declarations of interest made.

96 Apologies for Absence

There were no late items submitted to the agenda for consideration. However supplementary information was circulated at the meeting with regards to Agenda Item 10 (Minute No.102 refers) in the form of Appendices 1 - 4.

97 Minutes - 21st March 2012

The minutes of the meeting of the South Inner Area Committee were approved as a correct record subject to an amendment to Minute 85. LDF Core Strategy – Publication Document where it was requested that the following wording replace the first bullet point; “ That no property of less than 120sq Metres of ground space be divided into flats.”

98 Matters Arising

The Chief Executive, Tom Riordan, updated the Committee on the latest developments with regards to the construction of a southern entrance to Leeds Railway Station and confirmed that all Members views have been fed back to the authorities with responsibility for driving this project forward.

99 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

Concerns were raised about the number of horses grazing on public land in and around Beeston. A call had been logged about this previously and the Chief Executive of Aire Valley Homes Leeds agreed to follow this matter up.

A local resident raised concerns with Councillors about the poor state of the park by Lady Pitt Lane allotments, Councillor Ogilvie agreed to report this issue to the Parks and Countryside service.

At this point in the discussion Chief Executive, Tom Riordan, sought the views of Councillors and members of the public present on the devolution of powers to the Area Committee in relation to some environmental services. Following a short discussion it was generally agreed that the delegation had been a positive development and brought improvements to the service.

100 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor A Gabriel.

RESOLVED-

- a) That the contents of the report and appendices be noted; and
- b) That Councillor A Gabriel be elected as Chair for the 2012/2013 Municipal Year.

101 Wellbeing Report

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report sought to provide:

1. Confirmation of the 2010/11 carry forward figure and 2011/12 revenue allocation.
2. Confirmation of the 2012/13 revenue allocation and the 2011/12 carry forward figure.

3. An update on both the revenue and capital elements of the Well being budget.
4. Details of revenue funding for consideration and approval
5. Details of revenue projects agreed to date (as shown at Appendix 1 to the report)
6. Members are also asked to note the current position of the Small Grants Budget

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the position of the Wellbeing Budget, as set out at paragraph 3.0 of the submitted report be noted;
- (c) That the ring fencing arrangements, as proposed within paragraph 3.3 of the submitted report be approved, outlined specifically between paragraph 3.3.1 – 3.3.13. Further it was agreed that the below two applications be deferred to the Children & Young People’s Working group to allow officers to undertake further scrutiny of funding bids;
 - St Lukes Cares – HIT Base (£12,500/£15,250 (Revenue)) all three wards; and
 - Hamara Healthy Living Centre - Enhancing Learning and employability skills (£12,370 (Revenue)) all three wards (£4,123 each ward).
- (d) That the Wellbeing revenue projects, which have previously been agreed by the Area Committee, as listed within Appendix 1 to the submitted report;
- (e) That the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 of the submitted report: -

Name of Project	Name of Delivery Organisation	Decision
Youth Service Summer Programme	LCC Youth Service	(Revenue) (£3,928 (Beeston & Holbeck Ward: £2,078; City & Hunslet Ward: £1,850) - Approved
Young People First Project	Leeds Youth Service	£15,390 (Revenue) Beeston & Holbeck (£9,129); City & Hunslet (£6,262) - Approved

Draft minutes to be approved at the meeting to be held on 20 June 2012

Summer Programme	IGEN	£2,630 (Revenue) all wards - Refused
Middleton and Belle Isle Christmas Lights	Leeds Lights	£3,000 (Revenue) Middleton Park – Approved
Belle Isle Christmas Tree	Leeds Lights	£3,000 additional for a tree in Belle Isle Approved in principle subject to final costs
Middleton Gala	Area Support Team	£5,000 (Revenue) Middleton Park - Approved in principle subject to final costs
Cottingley Neighbourhood Improvement Plan	Steering Group led by the Priority Neighbourhood worker	£3,000 (Revenue) - Approved

- (f) That the current position, in respect of Small Grant allocation, as detailed at paragraph 5.0 of the submitted report, be noted.

102 A Summary of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

At this point the Chief Executive – Tom Riordan agreed to involve Members with the progress of Beeston Hobeck PFI scheme.

RESOLVED – That the contents of the submitted report be noted.

103 Dates, Times and Venues of Future Meetings

Wednesday, 20th June 2012 6.30pm, Belle Isle Family Centre.

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 20TH JUNE, 2012

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, P Davey, K Groves,
M Iqbal, A Ogilvie and P Truswell

1 Appeals Against Refusal of Inspection of Documents

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

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items added to the agenda.

4 Declarations of Interest

Councillor Iqbal declared a personal interest in agenda item 12 with regards to a grant to the Hamara Healthy Living Centre Minute 12. refers as a Trustee of the Hamara Healthy Living Centre.

5 Apologies for Absence

Apologies for absence were received from Councillors Nash and Congreve.

6 Minutes - 16th May 2012

The minutes of the meeting held on 16th May 2012 were confirmed as a correct record.

7 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

Previous concerns about horses grazing on public land in and around Holbeck were reported as being resolved.

The issue of lap dancing clubs was raised by a local resident who had noted that all licences applied for had been granted (subject to conditions imposed by the Licensing Sub Committee). Members responded by confirming that there would be continued efforts made to ensure that lap dancing clubs did

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th September, 2012

not damage the objectives of the City most notably to be a child friendly city. Members requested that a report be brought to the Area Committee detailing the current position in relation to lap dancing clubs, the conditions that have been attached to licenses and what will happen over the next 12 months.

RESOLVED – That a report detailing the current position in relation to lap dancing clubs, the conditions that have been attached to licenses and what will happen over the next 12 months.

8 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report which outlined the procedure relating to local authority appointments to outside bodies and invited Members to consider making appointments to those outside bodies detailed within the report.

RESOLVED –

(a) That the report and information appended to the report be noted;
(b) That approval be given to the following Outside Body appointments being made for the 2012/2013 municipal year:

- Corporate Carers Group – Councillor Blake
- Belle Isle Elderly Winter Aid – Councillor Blake
- Belle Isle Tenant Management Organisation – Councillors Blake and Truswell
- Holbeck Elderly Aid – Councillor Ogilvie
- Middleton Elderly Aid – Councillor Groves
- Inner South ALMO Area Panel (Aire Valley Homes Leeds) – Councillors Iqbal, Truswell and Ogilvie

It was reported by the clerk that Hunslet Hawks RLFC's request for Member representation on their Board had been considered by Member Management Committee. It was decided that appointment to Hunslet Hawks RLFC should be done corporately and not by South Inner Area Committee due to the importance of the club.

9 Aire Valley Homes Service Delivery Update

Simon Costigan, Chief Executive of Aire Valley Homes presented his report. The report provided Members of the Area Committee with an update on areas of activity and performance. The report also highlighted areas of joint work that are currently going on between Aire Valley Homes and other council services to deliver a comprehensive service that is responsive to the needs of individual local communities.

Members considered the report in detail and queried the arrangements in place for working together with other Council services and where efficiencies could be made.

Members also sought assurances on the collection of litter and cleansing in the South Inner area and hoped that a sustainable approach to keeping the area tidy could be adopted. Also raised with the Chief Executive was commissioning; community payback; Children's Services and customer satisfaction.

RESOLVED – To note the contents of the report.

10 Delegation of Environmental Services - Service Level Agreement

Tom Smith, Locality Manager (South and Outer East). The report presented to the Area Committee, for approval, a final version of the Service Level Agreement (SLA) through which the work of the Environmental Locality Team will be steered over the year.

Members congratulated the Locality Manager on improvements made with limited resources but queried the effectiveness of the SLA and considered that efforts should be made to improve the capacity of the service especially in terms of removing rubbish .

Members considered that ideas to incentivise people not to drop litter would be worth pursuing as a long term approach to reducing litter.

RESOLVED –

- (a) to note the contents of the report; and
- (b) approve the Service Level Agreement attached at Appendix 1 to the report.

11 A Summary Of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

It was noted by Members that since the last meeting there had been no contact with PFI partners with any Ward Members in relation to Housing and Regeneration.

At this point The Chief Executive of the Belle Isle Tenancy Management Organisation (Chris Simpson) was also in attendance for this item and took the Area Committee through his report attached at Appendix 6 to the report. Members asked the Chief Executive about the employment of apprentices and that wherever possible apprentices should be taken on.

Following discussions with the Chief Executive of the BITMO Members returned to considering the Summary of Key Work Report.

Members considered that careful monitoring needed to take place of all organisations in receipt of Council funding and that where large amounts of money are granted a report should be submitted to the Area Committee.

RESOLVED –

- (a) to note the contents of the report; and
- (b) to nominate the following Ward Members for the vacant posts on Sub-Groups as outlined in paragraph 4.0 to the report:-

Sub Group	Appointments
Children & Young People's Sub group	Cllr Gabriel, Cllr Blake, Cllr Davey
Environmental Sub-group	Cllr Iqbal, Cllr Ogilvie, Cllr Truswell
Employment & Skills Sub-group	Cllr Groves, Cllr Ogilvie, Cllr Nash
Beeston, Holbeck & Hunslet NIB	Cllr Gabriel, Cllr Ogilvie, Cllr Iqbal, Cllr Nash
Belle Isle & Middleton NIB	Cllr Blake, Cllr Groves, Cllr Truswell
Beeston Crime & Grime Tasking	Cllr Ogilvie,
Middleton Crime & Grime Tasking	Cllr Groves

12 Wellbeing Report

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report sought to provide:

1. Confirmation of the 2012/13 revenue allocation and the 2011/12 carry forward figure.
2. An update on both the revenue and capital elements of the Well being budget.
3. Details of revenue funding for consideration and approval
4. Details of revenue projects agreed to date (as shown at Appendix 1 to the report)

5. Members are also asked to note the current position of the Small Grants Budget

Members considered the report and questioned officers present about progress being made with Children & Young People's Working Group.

RESOLVED –

- (a) that the contents of the report be noted;
- (b) that the position of the Wellbeing budget;
- (c) that the points raised in paragraph 3.3 be noted;
- (d) that the Wellbeing revenue projects, which have previously been agreed by the Area Committee, as listed within Appendix 1 to the submitted report;
- (e) that the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 of the submitted report: -

Name of Project	Name of Delivery Organisation	Decision
HIT Base	St Luke's Care	£12,500/£15,250 (Revenue) All three wards. NOT Approved.
Enhancing Learning and employability skills	Hamara Healthy Living Centre	£12,370 (Revenue) City and Hunslet Ward. Approved
Market Place Events	Learning Partnership	£3,000 (Revenue) All three wards (£1,000 each) Approved

that the current position, in respect of Small Grant allocation, as detailed at paragraph 5.0 of the submitted report be noted.

13 Dates, Times and Venues of Future Meetings

6.30pm Wednesday 19th September 2012 at the Holbeck Working Mens Club.

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SOUTH (OUTER) AREA COMMITTEE

MONDAY, 26TH MARCH, 2012

PRESENT: Councillor R Finnigan in the Chair

Councillors N Dawson, J Dunn, J Elliott,
B Gettings, S Golton, T Leadley,
L Mulherin, K Renshaw, S Varley and
D Wilson

60 Declaration of Interests

Councillor T Leadley declared a personal interest in Agenda Item 12, LDF Core Strategy due to his positions as a Member of The Development Plan Panel and Chair of Morley Town Council Planning Committee. He also declared a personal interest in Agenda Item 17, Summary of Key Work in relation to Conservation Audits and his position as Chair of the Morley Town Council Planning Committee.

Councillor Finnigan declared a personal interest in Agenda Item 12, LDF Core Strategy due to his position as a Member of Plans Panel (East)

61 Minutes - 13 February 2012

RESOLVED – That the minutes of the meeting held on 13 February 2012 be confirmed as a correct record subject to the following amendment:

With reference to Minute 51 – Minutes of 5 December 2011, the following be recorded:

Agenda Item 8, Morley Literature Festival, Evaluation Report:

It was noted that there had been difficulties with room bookings due to the unreliability of the City Council Central Letting System, which seemed to be not fit for purpose. Such problems were said to be widespread and longstanding. The experience of the Morley Literature Festival organisers had not been unusual.

62 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee.

A member of the public present informed the Area Committee that he would be attending a meeting regarding the proposals for a new incinerator in Leeds and raised concerns as to why there needed to be three in the City. He was informed that at this stage there were only applications for planning permission for two of these which would deal separately with commercial and domestic waste. Further reference was made for the need for different methods of waste treatment and the penalties the Council faced from landfill tax.

63 Leeds City College Merger Update

The report of the Deputy Principal (Students and South Leeds) provided the Area Committee with an update of the merger of Joseph Priestly College into the Leeds City College.

The Chair welcomed Sally Blunt, Deputy Principal (Students and South Leeds, Leeds City College to the meeting.

The following issues were highlighted:

- Proposals for the Printworks site were going forward and this would hopefully provide a major centre for vocational training in South Leeds.
- As part of the curriculum offer, there was a commitment to use buildings in Rothwell and Morley.
- It was hoped to ensure full time provision for 16 to 18 years olds in Outer South Leeds.
- It was hoped that sports training would be provided at the new Morley Sports Centre.
- It was felt important to maintain provision for Adults with physical and learning difficulties in South Leeds.
- Provision for NEETs at the South Leeds Hub.

In response to Members comments and questions, the following issues were discussed:

- Communication with local schools regarding opportunities within Leeds City College
- Admissions to the South Leeds parts of the Leeds City College.

RESOLVED – That the report be noted.

64 Proposal to develop Integrated Health and Social Care teams

The report of the Director of Adult Social Services gave the Committee details of work going on in Leeds to improve the effectiveness of health and social care services. It described the approach of using demonstrator sites to test out and develop aspects of the model of service.

The Chair welcomed John Lennon, Chief Officer – Access and Inclusion, Adult Social Services to the meeting.

Members were informed of the following pressures on the system:

- Demography – people were living longer and not necessarily in good health.
- Financial constraints on both the Council and Health Service.

Members attention was also brought to the role of the shadow Clinical Commissioning Group and the need for significant change to the delivery of health and social care. Further issues highlighted included the following:

- Prevention of secondary care admissions.
- Creation of multi-disciplinary teams around GP practice populations.
- The role of Neighbourhood Networks.
- Health and Well Being Boards – joint working between the Council and Health Partners
- How Elected Members can overview and account for the spending of public money.
- Delivery of statutory responsibilities.
- Governance arrangements.

In response to Members comments and questions, the following issues were discussed:

- How Area Committees and local representatives could interact on a local level.
- Accountability and scrutiny.
- Involvement of Neighbourhood Networks and other community organisations.
- Role of the Health and Wellbeing Partnership.

RESOLVED – That the report be noted and regular updates on the progress of the demonstrator sites over the next 12 months be requested.

65 Environmental Services - Consultation on the 2012/13 Service Level Agreement

The report of the Director of Environment and Neighbourhoods provided Members with information about services that are to be added to the Locality Team's portfolio and therefore included in the Service Level Agreement (SLA) for 2012/13. The report consulted on updated priorities that the Area Committee would like to see addressed in the new SLA which would be presented at the June meeting cycle.

The Chair welcomed Tom Smith, Locality Manager (South and Outer East Leeds) to the meeting.

It was reported that the next SLA would commence in June/July and Members were informed of the following additional services that would be included:

- Gully Cleaning
- Graffiti Removal
- Needle Removal
- Ginnel Clearance
- Dog Wardens (included in the 2011/12 SLA but now to be managed in the locality teams).

Members attention was also brought to the cleaning of arterial routes, replacement of litter bins, enforcement and arrangements for the Diamond Jubilee and Olympic Torch.

In response to Members comments and questions, the following issues were discussed:

- Ensuring better use of resources through reducing travel and slack time and through re-design of services.
- Monitoring of services and performance management.
- Dog fouling – deployment of Wardens and enforcement issues.
- Mapping of ginnels – work was under way with Aire Valley Homes and Parks and Countryside.
- Community involvement and responsibility – engagement through the Citizen’s Panel.

RESOLVED –

- (1) That the addition of further services to the delegation and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10 February 2012 be noted.
- (2) That the development of the new SLA for 2012/13 be brought to the June meeting for approval based on:
 - (i) the inclusion of the additional services
 - (ii) the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows
 - (iii) the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen’s Diamond Jubilee celebrations (e.g. street parties)
 - (iv) the SSE Locality Team’s responses to addressing the Area Committee Member’s local priorities
 - (v) the SSE Locality Team’s responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
 - (vi) the refreshed service principles

66 Children's Services Performance Report

The report of the Director of Children's Services provided Members with an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan, where possible at a local area level. It also built on previous reports presented to the Area Committee in 2010 and 2011.

Members attention was to the following key developments in Children's Services:

- Child Friendly City
- Developing an Integrated Children's Service
- Leeds Education Challenge
- Locality working – Children's Services Cluster Developments

Reference was also made to partnership working, the re-organisation of Children's Services to reflect this and the involvement of Elected Members.

In response to Members comments and questions, the following issues were discussed:

- Child protection issues and the Common Assessment Framework.
- Referrals to Social Care.
- Looked after children.
- Focus on children from deprived areas.
- Statistical information detailed in the appendices to the report.
- Links with health.

RESOLVED – That the report be noted.

67 LDF Core Strategy - Publication Document

The report of the Director of City Development informed the Panel that following consideration by the Executive Board, the City Council's Local Development Framework (Publication Draft) had been approved for public consultation. The consultation period was 28 February to 12 April 2012 (5.00 p.m.) and the purpose of the report was to make Members aware of the consultation and broad scope and content of the document.

The Chair welcomed David Feeney and Robin Coghlan, Strategy and Policy, City Development, to the meeting for this item.

It was reported that the Core Strategy formed part of the Local Development Framework as proposed by the Council and set the strategic context for long term growth in the city for site allocation, development planning and neighbourhood planning. Members attention was also brought to issues detailed within the report including Spatial Policies and housing allocations.

Further issues highlighted with regard to the strategy included the following:

- It was projected that there would be a need for a further 74,000 properties across the City and land needed to be identified for 66,000 of these.
- The strategy would have links to other issues such as transport, flood risk, sustainable construction and renewable energy.
- Members were informed that at this stage objections could only be made on the soundness of the plan.
- Following the end of the current consultation period, the Strategy would be referred back to Development Plans Panel and Executive Board.

In response to Members comments and questions, the following issues were discussed:

- Forecast housing growth for the Outer South area and potential loss of green belt land. It was queried whether forecasts were realistic in light of revised predicted population figures for Leeds as predicted by the Office of National Statistics. It was reported that the fundamental approach was to use brownfield land and that there was a need to follow national guidance.
- Sustainability issues – pressures on schools, transport networks, provision of health services and employment opportunities.
- Keeping towns and villages across the area separate.
- Issues affecting sites that could be used – flood risk, transport issues, landscape quality.
- Provision of water services – meetings had been held with Yorkshire Water for an infrastructure delivery plan.
- Work with neighbouring local authorities.

RESOLVED – That the report be noted.

68 Site Based Gardeners in Community Parks & Green Spaces

The report of the Head of Parks and Countryside advised the Area Committee of work that had been going on with the Site Based Gardeners over the past 12 months and also sought continual support for the scheme through the provision of funding from the Area Committee.

Phil Staniforth, Senior Area Manager, Parks and Countryside presented the report.

Issues highlighted included the following:

- There had been a decline in complaints
- Assessment against Quality Park Standards.
- The role of Site Based Gardeners and their part in maintaining standards and the request for further funding.

RESOLVED –

- (1) That the report be noted.
- (2) That funding for Site Based Gardeners be deferred until the Well being Budget Report.

69 St Gabriel's Community Centre - 12 Month Review Report

The report of the Area Leader, South East Leeds provided Members with a review of the operation of St Gabriel's Community Centre over the last 12 months. It also highlighted the work of the Management Committee, Area Support Team and partners in supporting the operation of the centre.

Tom O'Donovan, South East Area Management presented the report.

Members were informed that this was the third annual review of St Gabriel's Community Centre and attention was brought costs as outlined in the report. Members were also briefed on the management of the centre and future support and funding.

RESOLVED – That the report be noted

(Councillor K Renshaw declared a personal and prejudicial interest in this item due to her position on the St Gabriel's Management Committee and left the meeting during the discussion).

70 Outer South Area Committee Business Plan 2012-15

The report of the South East Area Leader presented the final version of the Area Committee Business Plan 2012/15 and requested that the Area Committee approved a 3 year plan to be refreshed annually.

Tom O'Donovan South East Area Management presented the report.

The Business Plan replaced the Area Delivery Plan and provided a more simplified document. Members were asked to comment on Ward Profiles detailed in the plan.

RESOLVED –

- (1) That the contents of the Business Plan be noted and the Priorities and Actions set out in Section 6 be agreed.
- (2) That it be agreed to receive updates at future meetings and for the Area Committee to adopt a three year plan that will be subject to refresh annually.

71 Outer South Area Committee Well being Budget Report

The report of the South East Area Leader provided Members with the following:

- Confirmation of the 2012/13 revenue allocation
- The current position of the Well Being Budget
- Details of Capital Funding for consideration and approval.
- Details of Revenue projects agreed to date.
- Details of Capital Projects agreed to date.
- A summary of the revenue for 2011/12 already approved and linked to the priorities and outcomes in the Area Delivery Plan (ADP)
- A summary of projected and possible revenue allocations for 2012/13.
- The current position of the Small grants Budget.

Tom O'Donovan South East Area Management presented the report and provided further information on grant applications.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Well being budget be noted.
- (3) That the ring fencing arrangements as proposed in 3.3.2 be approved including ring fenced funding for Site Based Gardeners.
- (4) That the Well being revenue projects already agreed be noted.
- (5) That the following project proposal be approved:
 - Drighlington War Memorial - £4,000 Capital
- (6) That the small grants situation be noted.

72 A Summary of Key Work Report March 2012

The report of the South East Area Leader presented a summary of key work that had taken place in the Outer South Leeds Area since the last meeting of the Area Committee.

Tom O'Donovan, South East Area Management presented the report.

The Chair welcomed Neil Goldup of CASAC to the meeting who gave Members a demonstration of euro profile locks.

RESOLVED – That the report be noted

73 Dates, Times and Venues of Area Committee Meetings 2012-13

The report of the Chief Officer (Central And Democratic Services) presented provisional meeting dates for the South (Outer) Area Committee for the 2012/13 Municipal Year.

RESOLVED – That the South (Outer) Area Committee be held on the following dates during the 2012/13 Municipal Year:

- Monday, 2 July 2012
- Monday, 3 September 2012
- Monday, 15 October 2012
- Monday, 3 December 2012
- Monday, 11 February 2013
- Monday, 25 March 2013

All meetings to commence at 4.00 p.m. Venues to be confirmed.

74 Date and Time of Next Meeting

To be confirmed.

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SOUTH (OUTER) AREA COMMITTEE

FRIDAY, 18TH MAY, 2012

PRESENT: Councillor R Finnigan in the Chair

Councillors K Bruce, N Dawson, J Dunn,
J Elliott, B Gettings, S Golton, T Leadley,
L Mulherin, D Nagle, K Renshaw and
S Varley

75 Declaration of Interests

Councillor T Leadley declared a personal interest in Agenda Item 9, Summary of Key Work due to the reference to Morley Conservation Area and his position as Chair of the Morley Town Council Planning Committee.

76 Minutes - 26 March 2012

RESOLVED – That the minutes of the meeting held on 26 March 2012 be confirmed as a correct record subject to the following amendment:

Minute 71 – Drighlington War Memorial – that £2,000 Capital be agreed.

77 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

78 Election of Area Committee Chair for the 2012/2013 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that two nominations had been received for Area Committee Chair on behalf of Councillors K Bruce and R Finnigan and Members were asked to vote

RESOLVED-

- a) That the contents of the report and appendices be noted.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- b) That following a tied vote, the Election of Chair be referred to the Annual Council meeting on 21 May 2012.

79 A Summary of Key Work

The report of the Area leader presented a summary of the key work that had taken place within the Outer South Area which was not covered elsewhere on the agenda.

Tom O'Donovan, Area Improvement Manager presented the report.

Members were informed of meetings of the Area Committee Sub Groups and minutes were appended to the report. Information was also submitted regarding the Health for All project and Conservation Audits.

Councillor Leadley reported that it had been asked to refer the Conservation Audits to Executive Board as following inquiries from the public and a freedom of information request.

RESOLVED – That the report be noted.

80 Outer South Area Committee Wellbeing Budget Report

The report of the Area Leader provided Members with the following:

- Confirmation of the 2012/13 revenue allocation.
- The current position of the Well Being budget.
- Details of capital and revenue funding for consideration and approval.
- Details of revenue projects agreed to date.
- Details of capital projects agreed to date.
- A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business Plan.
- The current position of the Small Grants Budget.

Tom O'Donovan, Area Improvement Manager presented the report.

Members were given further information on the projects that funding had been requested for. In response to Members comments and questions, the following issues were discussed:

- The proposals for Christmas Trees and Lights were a replication of previous years.
- Alleygating – closure at the end of Tingley Crescent, it was reported that there were two alternative routes.
- Remaining revenue budget – it was proposed that this was equally divided between the four Area Committee wards.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- (1) That the report be noted.
- (2) That the position of the Well Being revenue budget as set out at 3.0 be noted.
- (3) That the revenue projects already agreed as listed in Appendix 1 be noted.
- (4) That the capital projects already agreed as listed in Appendix 2 be noted.
- (5) That the following project proposals be approved:
 - Wood Lane Estate Youth Shelter - £6,700 capital
 - Alleygates, Tingley Crescent - £4086.80 capital
 - Christmas Trees and Lights 2012 - £11,505 revenue
- (6) That an in principle agreement be given to the remaining revenue budget being equally divided between the four wards of the Area Committee subject to the development of suitable projects.

81 Dates, Times and Venues of Future Meetings

- Monday, 2nd July 2012 Large Banqueting Room, Morley
Town Hall, Morley
- Monday, 3rd September 2012 Civic Chamber - Rothwell One Stop
Centre, Rothwell
- Monday, 15th October 2012 Thorpe Primary School - Dolphin
Lane, Thorpe, Wakefield, WF3 3DG
- Monday, 3rd December 2012 Drighlington Meeting Hall -
Drighlington Library, Moorland Road, BD11 1J2
- Monday, 4th February 2013 Large Banqueting Room - Morley
Town Hall, Morley
- Monday, 25th March 2013 Civic Chamber - Rothwell One Stop
Centre, Rothwell

All meetings to commence at 4.00 p.m.

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WEST (INNER) AREA COMMITTEE

WEDNESDAY, 21ST MARCH, 2012

PRESENT: Councillor T Hanley in the Chair
Councillors J Harper, A Lowe and N Taggart

Co-optees Hazel Boutle, Eric Bowes and Roland Cross

Apologies Councillor D Atkinson and J McKenna

86 Apologies for Absence

Apologies were received from Councillors Atkinson and McKenna, and from Steven McBarron.

87 Declaration of Interests

There were no declarations of interest.

88 Chair's Opening Remarks- Councillor D Atkinson

The Chair informed the Area Committee that Councillor Atkinson had been released from hospital and was now at home and in good spirits. She sent her good wishes to the Area Committee.

RESOLVED- That flowers be sent to Councillor Atkinson on behalf of the Area Committee.

89 Introduction of Tom Riordan

The Chair introduced the Chief Executive of Leeds City Council, Mr Tom Riordan who was attending the Area Committee meeting. Mr Riordan spoke on various issues including:-

- The importance of partnership working with Neighbourhood Policing, this had been shown in particular in relation to prevention of burglary. Councillor provided PCSOs played a large part in this work.
- The importance of locality working.
- That there were finite amounts of money and other resources, making it more important to identify priorities for resources.
- That the Area Committee covered a rich and diverse area of the city, which has a lot to offer Leeds.

The Chair thanked Mr Riordan for attending the Area Committee meeting.

90 Chief Superintendent Dave Oldroyd

Chief Superintendent Dave Oldroyd, Divisional Commander, North West Policing Division attended the Area Committee and informed Members that he had recently taken over the role from the previous post holder.

Chief Superintendent Oldroyd updated the Area Committee on issues including inquisitive crime across the city and the new predictive analysis technology, and responded to Members' comments and queries.

The Chair thanked the Chief Superintendent for attending the meeting.

91 Open Forum / Community Forums

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference for the Area Committee.

On this occasion, there were no matters raised by members of the public.

92 Minutes -15th February 2012

RESOLVED – That the minutes of the meeting held on 15th February 2012 be approved as a correct record.

93 Environmental Services Locality Team SLA Update Report

The Director of Environment and Neighbourhoods submitted a report providing information about services that are to be added to the Locality Team's portfolio and therefore included in the Service Level Agreement for 2012 / 13, and consulting on updated priorities the Area Committee would like to see addressed in the new SLA.

Jason Singh, Locality Manager WNW Leeds, presented the report and responded to Members' comments and queries.

In summary, reference was made to the following issues:-

- The proposal to hold two dedicated environmental subgroups before the June 2012 Area Committee meeting.
- The particular challenges of this year which include the Olympics and the Royal Visits / Jubilee events.
- The importance of being able to identify which organisation is responsible for what work in terms of recycling / street cleaning such as on private land or bus stops.
- The importance of ensuring that sufficient information is available to the public.

The Chair thanked Mr Singh for his attendance and report to the Area Committee.

RESOLVED –

- That the addition of further services to the delegation (section 26) and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10th February 2012 be noted.
- That the development of the new SLA for 2012 / 13 to be brought to the June meeting for approval based on:
 - i). the inclusion of the additional services (section 26)
 - ii). the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources / budget now allows (section 20)
 - iii). the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
 - iv). the WNW Locality Team's responses to addressing the Area Committee Members' local priorities (section 22)
 - v). the WNW Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February 2012 (section 23)
 - vi). the refreshed service principles (section 25)

94 Core Strategy

The Director of City Development submitted a report informing of the City Council's Local Development Framework and the public consultation framework for this.

Lois Pickering , Team Leader Planning and Lyla Peter Team Leader Data, presented the report and responded to Members' comments and queries.

In summary, reference was made to the following issues:-

- The Core Strategy provides the overall spatial vision for Leeds, setting the scene for future documents to be produced. Consultation on the Core Strategy is currently ongoing.
- The Core Strategy tries to estimate the size of Leeds by 2028, and estimates continued growth using demographic information such as household sizes / population age etc. Leeds has grown significantly in the last few years.
- The current consultation is about determining whether the Core Strategy is sound. Following the current consultation, it will be submitted to the Secretary of State for consideration prior to approval by Full Council. If the Secretary of State requires changes to be made, further consultation will be required.

The Chair thanked Ms Pickering and Ms Peter for attending the meeting and for their report.

RESOLVED-

- That the contents of the report be noted
- That the request for comments as part of the consultation be noted.

95 Children's Services Report

The Director of Children's Services submitted a report updating on key developments within Children's Services.

Sarah Sinclair, Deputy Director of Children's Services, presented the report and responded to Members' comments and queries.

In summary, reference was made to the following issues:-

- The importance of ensuring performance improved in areas including the number of Looked After children; attainment and attendance; promoting engagement of young people; ensuring Leeds is a child friendly city so that Leeds has high levels of performance in all matters relating to Children's Services.
- Ensuring that statistics fully reflected the information required such as by recording % of children gaining particular exams results both by the ward in which their school is and by the ward in which they live.
- The importance of working to reduce the gap between affluent and deprived wards.

RESOLVED- That the content of the report be noted.

96 Community Safety Report

The Assistant Chief Executive, Planning, Policy and Improvement submitted a report updating on crime statistics, acquisitive crime and current ongoing partnership action for Members' information.

Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods, presented the report and responded to Members' comments and queries. Inspector Mark Wheeler attended the meeting and updated the Area Committee on policing matters within the area.

In summary, specific reference was made to the following issues:-

- There has been an impressive start to this calendar year with a 50% reduction in burglaries, with Operation Alice being very successful. Ensuring there are sufficient officers in the area at the right time is vital to continuing this success.
- It was noted that during the latter end of 2011 there was a significant increase in crime in Armley, which could be partly attributed to a number of offenders being released from prison who contributed to the number of offences, and partly attributed to a small number of known

individuals who were responsible for many of the offences. However, it was acknowledged that with the establishment of Operation Alice together with the management of offenders, there had been a significant reduction of offences in Armley since the beginning of 2012.

- The new work being done with predictive mapping which allows for properties close to one which has been burgled to be “super cocooned” within 8 – 10 hours of the burglary to reduce subsequent burglaries in the area.
- The forthcoming “It Only Takes a Minute” campaign which aims to reduce burglaries in the spring /summer by encouraging people to lock their doors and windows.

The Chair thanked Ms Hunter and Inspector Wheeler for attending the meeting and for the report.

RESOLVED- That the contents of the report be noted.

97 West North West homes Leeds Update Report

A report was submitted by West North West homes Leeds updating on current activities and services undertaken by West North West homes Leeds.

Mick Parker, West North West homes Leeds, presented the report and responded to Members’ queries and comments.

In summary, specific reference was made to the following issues:-

- the financial inclusion strategy which aims to address worklessness; an outreach officer is being appointed to work on this including signposting to other services and tackling benefit dependency. A major future risk is that Housing Benefit will soon be paid direct to the tenant rather than to the landlord.
- repair schemes - a secondary call centre has been opened by the contractors, Morrisons, for customers chasing repairs. Morrisons also now attend a weekly repairs surgery with housing officers. A new grass cutting contract with Continental has commenced. The Directors of Continental and Morrisons have pledged to attend a future Area Committee meeting to meet Councillors.
- the importance of locality working between the ALMO and Area Management colleagues, this has been successfully trialled in pilot areas.

RESOLVED- That the contents of the report be noted

98 Area Chairs' Forum Minutes

A copy of the minutes of the Area Chairs’ Forum meeting of 13th January 2012 were submitted for Members’ information.

RESOLVED- That the minutes of the Area Chairs’ Forum meeting of 13th January 2012 be noted.

99 Minutes- Community Forum Minutes

A copy of the minutes of the Armley Community Forum held on 21st February 2012 and the minutes of the Bramley Community Forum held on 26th January 2012 were submitted for Members' information.

RESOLVED- That the minutes of the Armley Community Forum held on 21st February 2012 and the minutes of the Bramley Community Forum held on 26th January 2012 be received and noted.

100 Meeting Dates for 2012 / 13

The Chief Officer (Democratic and Central Services) submitted a report seeking approval for proposed meeting dates for the West (inner) Area Committee for the 2012 / 13 municipal year.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

RESOLVED-

- That the 24th October 2012 Area Committee meeting date be reviewed, but that the other proposed dates for the 2012 / 13 municipal year be approved.
- That the Committee's current meeting venue arrangements be continued in their current form

101 Area Update Report

The Deputy Chief Executive submitted a report updating on progress against the Area Management Team's work progress and locality priorities.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

RESOLVED -

- That the contents of the report be noted
- That the contents of the Business Plan and Action Plan be approved

102 Wellbeing Fund Budget Report

The Deputy Chief Executive submitted a report updating Members on the year end position of the West Inner Area Committee Wellbeing Budget for the financial year 2011 / 12 and presenting a number of projects for approval in principle from the 2012 / 13 Wellbeing Budget.

Kate Sibson, Area Officer, presented the report and responded to Members' comments and queries.

In summary, reference was made to the following issues:-

- Requests for funding amounted to £207,000 which exceeded the budget of £136,000.

Mark Law attended and addressed the Area Committee on behalf of BARCA. He informed of the success of the project over the previous two years, and stated that they had skilled staff who they would seek to keep if possible.

Jane Earnshaw attended and addressed the Area Committee on behalf of the I Love West Leeds Festival. The Area Committee was informed that the I Love West Leeds Festival had been running since 2005. The festival organisers were very aware of financial pressures and had designed the forthcoming festival with this in mind. A joint bid with the Holmfirth Festival was being submitted to the Arts' Council to try to secure funding for next year's festival.

The Area Committee was informed that officers would try to lever in funding from other sources where possible.

RESOLVED –

- i) That the position of the Wellbeing Budget and the small grant approvals be noted.
- ii) That the funding for the project proposals be approved as follows:

Ref	Project Name	Delivery Organisation	Total Funding Approved
1	Broadleas CCTV	Leedswatch	£1,784
2	Bramley Baths	LCC Sports	£27,720
3	Community Ctr Consortium	Barca – Leeds	£35,000
4	Police Off Road Bikes	West Yorks Police	£1,500
5	Armley Festival Lights	Leeds Lights	£1,750
6	I Love West Leeds Festival	ILWL Festival	£10,000
7	Small Grants & Skips	Area Support Team	£4,000
8	Inner West Events Budget	Area Support Team	£7,500
9	Armley Sports Project	LCC Youth Service	£2,250
10	Summer Sports & Coaching	LCC Sports	£2,500
11	Environmental Clean Ups	Probation	£6,000
12	NEET Reduction Project	Igen	£6,750
13	Target Hardening	CASAC	£3,000
14	Bramley Floodlights	Parks & Countryside	£16,000
15	Saturday Night Project	PAYP (LCC)	£3,000
16	Community Hanging Baskets	Armley CRT	£1,800
		Total	£130,554
		Budget	£136,780
		Balance	£6,226

103 Date, Time and Venue of Next Meeting
Monday 21st May at 1.00 p.m. at Civic Hall.

The meeting concluded at 7.30 p.m.

WEST (INNER) AREA COMMITTEE

THURSDAY, 17TH MAY, 2012

PRESENT: Councillor J McKenna in the Chair

Councillors C Gruen, T Hanley, A Lowe
and N Taggart

104 Election of Chair / Chair's Opening Remarks

As the Chair of West (Inner) Area Committee for 2011/2012 had stepped down at the 2012 local elections, Councillor J McKenna was proposed, seconded and appointed Chair for the duration of this meeting.

The Chair welcomed all in attendance, particularly Councillor C Gruen, who was attending her first Area Committee meeting following the 2012 local elections.

105 Late Items

There were no late items.

106 Declaration of Interests

There were no declarations of interest.

107 Apologies for Absence

Apologies for absence were submitted by Councillor Harper and Co-opted Members; H Boutle, E Bowes, R Cross and S McBarron.

108 Election of Area Committee Chair for the 2012/13 Municipal Year

The Chief Officer (Democratic and Central Services) submitted a report which explained the arrangements for the annual election of Chairs for Area Committees and recommended that the Area Committee elected a Chair for the 2012/13 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected.

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor J McKenna.

RESOLVED –

(a) That the contents of the report and appendices be noted.

(b) That Councillor J McKenna be elected Chair for the 2012/2013 municipal year.

109 Well-Being Fund Report

The Deputy Chief Executive submitted a report which presented a small grant application for consideration by the Area Committee. The report also recommended a new, lower limit for future small grant applications.

RESOLVED –

(a) That the following decision be made in relation to a small grant application that had been submitted:

- West Yorkshire Fire and Rescue Service – Firefly fire safety system – £500 approved.

(b) That in future, the maximum amount allocated per small grant application be limited to £300 per ward and £600 for applications covering two wards.

110 Date and Time of Next Meeting

Members noted that the next meeting was scheduled to take place on Wednesday, 27 June 2012 at 5.00pm. It was suggested that the June meeting took place at St Bartholomew's Primary School, the September meeting at a venue in Bramley, and the October meeting at the new Sikh temple extension. The Area Support team agreed to report back with confirmation of future meeting venues.

(The meeting concluded at 10.12am)

WEST (OUTER) AREA COMMITTEE

FRIDAY, 23RD MARCH, 2012

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, A Carter,
M Coulson, R Lewis, J Marjoram and
R Wood

107 Chair's Opening Remarks

The Chair welcomed James Rogers, Assistant Chief Executive (Customer Access and Performance) and Chief Superintendent David Oldroyd to the meeting.

Chief Superintendent Oldroyd informed the Committee that he had recently taken over as the Divisional Commander for North West Leeds. He made reference to the work across partnerships in the area and in particular with Elected Members and the Area Committee. Acquisitive Crime was highlighted as an ongoing issue to be targeted and there had recently been a reduction of 50 percent in burglaries across the area.

108 Declaration of Interests

Councillor J Marjoram declared a personal interest in Agenda Item 12, Well Being Fund Budget Update, Appendix 7, Summer Cricket Coaching due to his position as a Governor at Bolton Royd School.

109 Apologies for Absence

Apologies for absence were received on behalf of Councillors J Hardy and J Jarosz.

110 Open Forum

Reference was made to the provision contained in the Area Committee Procedure Rules for an Open Forum session to take place at every ordinary meeting of an Area Committee, whereby members of the public could ask questions or make representations on any matter which fell within the remit of the Area Committee. On this occasion, no such matters were raised.

111 Minutes - 20 January 2012

RESOLVED – That the minutes of the meeting held on 20 January 2012 be confirmed as a correct record.

112 Matters arising from the Minutes

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

Further to Minute 77 and 97, Councillor Wood reported that he had not been provided with details of the enforcement notice served to Green Flag.

113 Joint Strategic Needs Assessment and Area Profiles

The report of the Director of Public Health, provided the Area Committee with an update on the emerging priorities for the area flowing from the refresh of the Leeds Joint Strategic Needs Assessment (JSNA).

The Chair welcomed Tim Taylor, Adult Social Care to the meeting.

It was reported that the JSNA was developed by the PCT and pulled together data from across the City from Health and Wellbeing partners and provided information on demographic issues such as children, employment and GP data. The data was divided into the three geographical wedges of the City and further broken down across the Area Committee boundaries. Following the official launch of the JSNA, the data would be available on the Leeds Observatory.

Further issues highlighted included the following:

- High premature mortality rates in Farnley and Pudsey.
- The role of GPs and the Council and how to get Council involvement.
- Childhood obesity.
- Role of Neighbourhood Networks.
- Developing a more local focus on where services should be.

In response to Members' comments and questions, the following issues were discussed:

- The need to keep Elected Members involved and informed. Concern was expressed regarding the re-location of Social Work staff from Pudsey Town Hall. It was reported that this was due to the creation of the Integrated Health and Social Care Teams. There had also been discussion with the Leeds West Clinical Commissioning Group (CCG) regarding improving engagement with Elected Members.
- Cross boundary issues with other authorities and different boundaries between health providers and the Council.

RESOLVED – That the report and discussion be noted.

114 LDF Core Strategy

The report of the Director of City Development informed the Panel that following consideration by the Executive Board, the City Council's Local Development Framework (Publication Draft) had been approved for public consultation. The consultation period was 28 February to 12 April 2012 (5.00 p.m.) and the purpose of the report was to make Members aware of the consultation and broad scope and content of the document.

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

The Chair welcomed Lois Pickering and Robin Coghlan, Strategy and Policy, City Development, to the meeting for this item.

It was reported that the Core Strategy formed part of the Local Development Framework as proposed by the Council and set the strategic context for long term growth in the city for site allocation, development planning and neighbourhood planning. Members attention was also brought to issues detailed within the report including Spatial Policies and housing allocations.

Further issues highlighted with regard to the strategy included the following:

- It was projected that there would be a need for a further 74,000 properties across the City and land needed to be identified for 66,000 of these.
- The strategy would have links to other issues such as transport, flood risk, sustainable construction and renewable energy.
- Members were informed that at this stage objections could only be made on the soundness of the plan.
- Following the end of the current consultation period, the Strategy would be referred back to Development Plans Panel and Executive Board.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the amount of park space across the City.
- The base number of proposed residential properties – this included properties that would be lost through demolition.
- Concern that Ward Members could not submit meaningful comments at this stage.
- High cost of renewable energy and issues relating to climate change and fuel poverty.

RESOLVED –

- (1) That the report and discussion be noted.
- (2) That a Working Group consisting of one Member from each of the West Outer Wards

115 Environmental Services Development of the 2012/13 Service Level Agreement

The report of the Director of Environment and Neighbourhoods provided Members with information about services that are to be added to the Locality Team's portfolio and therefore included in the Service Level Agreement (SLA) for 2012/23. The report also consulted Members on updated priorities the Area Committee would like to see addressed in the new SLA which would be presented for approval at the June meeting cycle.

Jason Singh, Locality Manager, WNW Leeds presented the report.

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

The Committee was informed of additional services that would be delegated to Locality Teams. These included the following:

- Gully cleaning;
- Graffiti removal;
- Needle removal;
- Ginnel clearance and
- Dog Wardens.

Further matters brought to Members attention included sub group meetings, meetings with Ward Members and procurement of new litter bins.

In response to Members comments and questions, the following issues were discussed:

- Dog fouling – reference was made to the recent Scrutiny Inquiry and park pitches that were also used by schools.
- Enforcement issues. Members would like to see more enforcement action.
- Ginnel cleaning.

RESOLVED –

- (1) That the addition of further services to the delegation and the required amendment to the Street Cleansing & Environmental Enforcement Services section of the Area Committee Function Schedule as approved by Executive Board on 10 February 2012 be noted.
- (2) That the development of the new SLA for 2012/13 be brought to the June meeting for approval based on:
 - (i) the inclusion of the additional services
 - (ii) the inclusion of the specific service commitments on issues that improved capacity achieved through more efficient working and a flexible local management of resources/budget now allows
 - (iii) the inclusion of local service responses to challenges presented by the hosting of Olympic teams, visits to the city by the Olympic torch (and other local Olympic related events) and local events associated with the Queen's Diamond Jubilee celebrations (e.g. street parties)
 - (iv) the WNW Locality Team's responses to addressing the Area Committee Member's local priorities
 - (v) the WNW Locality Team's responses to expectations for further improvements raised by Elected Members across the city as presented through Executive Board in February
 - (vi) the refreshed service principles

116 West North West Homes Involvement in Area Committees

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

The report of West North West Homes Leeds outlined the purpose of their involvement with the Area Committee and explored ways of making that involvement as meaningful and productive as possible.

It was reported that this was the second of 6 monthly reports to the Area Committee and West North West Homes were committed to meeting the objectives of the Area Committee and develop engagement with Ward Members.

Members attention was brought to estate walkabouts that had been planned and further issues highlighted included Ward Member surgeries, responses to enquiries and locality working.

In response to Members comments and questions, the following issues were discussed:

- Concern that some of the proposed estate walkabouts covered more than one Ward and a request to reconsider these.
- West Yorkshire Fire Safety Checks.
- Concern regarding dissatisfaction with repairs – this had been raised with the contractor involved.
- Garden maintenance – it was agreed to investigate whether assistance could be made available to those unable to tidy their own gardens.

RESOLVED – That the report be noted and the Area Committee receive a further six monthly update.

117 Well Being Fund Budget Update

The report of the West North West Area Leader updated Members on the current amount of capital and revenue funding committed and available via the Area Committee Well-Being Budget for wards in the Outer West area. It also asked Members to consider the Large Grant applications received for 2012/13 and to note the approval for small grants given since the last Area Committee.

RESOLVED –

- (1) That the amount of Well Being funding remaining for 2011/12 be noted.
- (2) That the approvals for small grants given since the last Area Committee be noted.
- (3) That the following large grant applications for 2012/12 be approved:

Project	Applicant	Funding Request
CCTV Monitoring &	Leedswatch	£30,000

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

Maintenance (11 Cameras)		
I Love West Leeds	I Love West Leeds	£10,000
Swinnow & Height's Development Worker	Healthy Living Network	£19,922
Site Based Gardeners	Parks & Countryside	£23,534
Spring & Summer Planting	Pudsey in Bloom Farsley in Bloom Calverley in Bloom	£3,000 £3,000* £3,000*
Outer West Sports Provision	Community Sports Development Officer	£2,500
Summer Cricket Coaching	Community Sports Development officer	£1,400
Off-Road Bikes	West Yorkshire Police	£1,500
Small Grants	Area Committee	£10,000
Skips	Area Committee	£600
Business Management Project	Leeds Ahead	£22,000
Farsley Jubilee Festival	Farsley Youth Development Project	£2,500

* Funding for Calverley in Bloom and Farsley in Bloom subject to additional information being received.

118 Community Safety Report

The report of the Director of Environment and Neighbourhoods provided the Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police.

Inspector Richard Cawkwell, West Yorkshire Police and Gill Hunter, Area Community Safety Co-ordinator were in attendance to present the report.

It was reported that there had been an overall drop in the number of crimes in Outer West Leeds and reference was made to the drop in the number of burglaries as well as a reduction in domestic and violent crime. Members were informed of predictive patrol work that was going on in the area and various measures taking place around offender management.

In response to Members comments and questions, the following issues were discussed:

- Funding for CCTV at Fairfields.
- Cross border work with Bradford South Neighbourhood Policing Team.
- Metal Theft – work with Scrap Metal dealers was continuing.
- Planning permission was being sought for the removal of trees that obscured CCTV at Pudsey bus station.

RESOLVED – That the report be noted.

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

119 Area Leader Report

The report of the Area Leader, West North West, informed the Area Committee of progress against the Area Management work programme for Outer West Leeds and local contributions to Council priorities.

Issues included in the report included the following:

- Enterprise and Economy
- Environment
- Harmonious Communities
- Health and Wellbeing
- Thriving Places

Documents appended to the report included te Outer West Area Committee Business Plan 2011/15 and Minutes of the Outer West Area Panel.

RESOLVED –

- (1) That the report be noted.
- (2) That the ALMO Area Panel minutes be noted.
- (3) That the content of the Outer West Business Plan 2011-15 be approved.

120 Future Meeting Dates

The report of the Chief Officer (Central And Democratic Services) presented provisional meeting dates for the West (Outer) Area Committee for the 2012/13 Municipal Year.

RESOLVED – That the West (Outer) Area Committee be held on the following dates during the 2012/13 Municipal Year:

- Friday, 6 July 2012
- Friday, 7 September 2012
- Friday, 12 October 2012
- Friday, 14 December 2012
- Friday, 18 January 2013
- Friday, 22 March 2013
- Friday, 10 May 2013.

All meetings to commence at 1.00 p.m. Venues to be confirmed.

121 Date and Time of Next Meeting

Friday, 18 May 2012 at 1.00 p.m.

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

Draft minutes to be approved at the meeting
to be held on Friday, 18th May, 2012

WEST (OUTER) AREA COMMITTEE

FRIDAY, 18TH MAY, 2012

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, M Coulson,
J Hardy, J Jarosz, R Lewis and J Marjoram

122 Declaration of Interests

There were no declarations of interest.

123 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Carter and R Wood.

124 Open Forum

The agenda made reference to the provision contained in the Area Committee Procedure rules for an Open Forum Session at each ordinary meeting of an Area Committee, for members of the public to ask questions or to make representations on matters within the terms of reference of the Area Committee. On this occasion, no matters were raised under this item by those members of the public who were in attendance.

125 Minutes - 23 March 2012

RESOLVED – That the minutes of the meeting held on 23 March 2012 be confirmed as a correct record.

126 Election of Chair

The Chief Officer (Democratic and Central Services) submitted a report on the election of Area Committee Chair for the 2012/13.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 refers).

It was reported that one nomination had been received for Area Committee Chair on behalf of Councillor J Jarosz.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That Councillor J Jarosz be elected as Chair for the 2012/2013 Municipal Year.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- c) That Councillor D Blackburn be elected as Deputy Chair for the 2012/13 Municipal Year.

127 Children's Services Performance Report

The report of the Director of Children's Services provided the Area Committee with an update on Children's Services developments including progress against the priorities of the Leeds Children and Young People's Plan, where possible at a local level. It built on previous reports presented to the Area Committee in 2010 and 2011.

The following issues were highlighted:

- Preparation for the forthcoming Ofsted inspections.
- The drive towards becoming a Child Friendly City.
- Integrated Children's Services
- Development of locality work and clusters.
- Governor and Elected Member engagement.
- Positive feedback had been received from schools.
- Reducing the number of looked after children, those Not in Education, Employment or Training (NEETs) and improving attendance.

In response to Members comments and questions, the following issues were discussed:

- Costs for children in care and the need to improve release of monies to speed up the process to enable older children to leave care.
- Future information contained in the reports will become more localised.
- The role of Fostering Panels.
- Social Care referrals.

RESOLVED – That the report be noted.

128 Well Being Fund Budget Update

The report of the West North West Area Leader updated Members on the current amount of funding committed and available via the Area Committee Well-Being Budget for Wards in the Outer West area. It also asked the Area Committee to consider the Large Grant applications received and to note the approval for the small grants given since the last meeting of the Area Committee.

Members attention was brought to the applications for funding as detailed in the report.

RESOLVED –

- (1) That the amount of revenue Well-Being budget available for 2012/13 be noted.

- (2) That the approval for small grants and skips given since the last meeting of the Area Committee be noted.
- (3) That the following large grant applications for the 2012/13 financial year be approved:
 - Pudsey Festive Lights Switch On - £8,000
 - Farsley Festive Lights Community Switch On Event - £5,000
 - Pudsey Jubilee Celebration - £2,500

129 Nominations to Area Committee Sub Groups

The report of the West North West Area Leader set out the role of the Outer West Area Committee Environment Sub Group and sought nominations to the group and for the position of Chair.

RESOLVED –

- (1) That the following Members be appointed to the West Outer Area Committee Environment Sub Group:
 - Councillor M Coulson (Pudsey)
 - Councillor D Blackburn (Farnley and Wortley)
 - Councillor R Wood (Calverley and Farsley)
- (2) That a Chair be appointed at the next meeting of the Environment Sub Group

130 Date and Time of Next Meeting

Friday, 6 July 2012 at 1.30 p.m.

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Minutes of the meeting of the Leeds Initiative Board held on 11 June 2012

Members Present:

Cllr Keith Wakefield (Chair)	Leader Leeds City Council – Labour Group
Cllr Barry Anderson	Leeds City Council – Conservative Group
Cllr Stewart Golton	Leeds City Council - Liberal Democrat Group
Ms Aqila Choudhry	Third Sector Leeds (People in Action)
Ms Sarah Dunwell	Business sector (The Create Foundation CiC)
Mr Martin Holmes	Higher Education (University of Leeds)
Prof Susan Price	Higher Education (Leeds Metropolitan University)
Mr Tom Riordan (TR)	Leeds City Council
Mr Peter Roberts	Further Education (Leeds City College)

Executive Councillors present:

Cllr Judith Blake (JB)	Executive Lead Member for Children's Services
Cllr Peter Gruen (PG)	Executive Lead Member for Housing, Planning & Support Services
Cllr Richard Lewis	Executive Lead Member for Economy and Development
Cllr Adam Ogilvie	Executive Lead Member for Leisure & Skills

Officers Present:

Mr Martin Dean (MD)	Leeds City Council Partnerships
Mr Neil Evans (NE)	Leeds City Council Environment & Neighbourhoods
Mr Martin Farrington	Leeds City Council City Development
Mrs Sandie Keene (SK)	Leeds City Council Adult Social Services
Ms Kathy Kudelnitzky	Leeds City Council, Localities and Partnerships
Mr Nigel Richardson (NR)	Leeds City Council Children's Services
Mr James Rogers	Leeds City Council Customer Access & Performance

In attendance

Dr David Burton (Secretary)	Leeds City Council Partnerships
Ms Dinah Clark	Leeds City Council Partnerships
Ms Sue Cooke (SC)	Leeds City Region (item 6)
Mr Rob Norreys (RN)	Leeds City Council Regional Policy (item 5)
Ms Heather Pinches (HP)	Leeds City Council Performance Management (item 8)
Ms Catherine Wright (CW)	Leeds City Council Children's Services (Communications) (item 7)
Mr Matthew Walker (MW)	Leeds Housing Forum/Leeds Federated Housing Association (item 4)
Ms Sally Wimsett	Leeds City Council Partnerships

Apologies:

Prof Michael Arthur

Dr Ian Cameron

Revd Canon Kathryn Fitzsimons

Mr Nigel Foster (NF)

Mr Alan Gay

Mr John Lawlor (JL)

CS Paul Money

Higher Education (University of Leeds)

NHS Leeds/Leeds City Council

Third Sector Leeds (Diocese of Ripon and Leeds)

Leeds, York & N Yorkshire Chamber of Commerce

Leeds City Council Resources

NHS Airedale, Bradford and Leeds

West Yorkshire Police

DRAFT

		ACTION				
62.	Welcome Councillor Wakefield welcomed all to this meeting of the board.					
63.	Minutes of the meeting on 03 February 2012 and the Record of the Meeting on 17 April 2012					
63.1	The minutes and record were approved as true and accurate records.					
63.2	The chair advised members that the first meeting of the chairs of the strategic partnership boards took place on 10 April and will become part of our regular programme of activity.					
64.	Matters arising from the minutes There were no matters arising and not covered elsewhere on the agenda.					
65.	Record of ongoing actions (issued at 25 May 2012) The record was noted by the board.					
66.	Leeds Housing and Regeneration Board This session was prompted by the request of this board at its meeting on 06 October 2011 that the Leeds Housing and Regeneration Board be asked to brief the Leeds Initiative Board on its activities. The Housing and Regeneration Board was represented by: <ul style="list-style-type: none"> • Cllr Peter Gruen, Executive Member for Housing, Planning and Support Services and Chair of the Board • Cllr Richard Lewis, Executive Member for Economy and Development • Neil Evans, Director of Environment & Neighbourhoods, Leeds City Council • Matthew Walker, Leeds Federated Housing Association and member of the board. 					
66.1	Cllr Gruen introduced the session. He emphasised that membership of the board was a carefully crafted mix of key stakeholders from the public, private and third sectors – and from the outset the board had been determined to be action focussed in relationship to City plans and priorities. Current focus of attention was: <ul style="list-style-type: none"> • Homelessness and the relationship with empty properties including in the private rented sector. • Measures to mitigate the major impact and challenges of welfare benefit reform. 					
66.2	The presentation by Neil Evans (NE) covered: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>City Priorities:</u></th> <th style="text-align: left;"><u>Board Priorities:</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> - Increase housing choice and affordability </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> - Housing growth - Investment needs in the private </td> </tr> </tbody> </table>	<u>City Priorities:</u>	<u>Board Priorities:</u>	<ul style="list-style-type: none"> - Increase housing choice and affordability 	<ul style="list-style-type: none"> - Housing growth - Investment needs in the private 	
<u>City Priorities:</u>	<u>Board Priorities:</u>					
<ul style="list-style-type: none"> - Increase housing choice and affordability 	<ul style="list-style-type: none"> - Housing growth - Investment needs in the private 					

<ul style="list-style-type: none"> - Enabling growth of the City whilst minimising impact on the environment - Improve housing conditions and energy efficiency 	<ul style="list-style-type: none"> rented sector - Older people's housing - Homelessness
<p>The structure and purpose of, and relationship between:</p> <ul style="list-style-type: none"> - The Leeds Housing & Regeneration Board - The Leeds Housing Forum - The East Leeds (Regeneration Board) 	<p><u>Housing Growth</u> including key issues of:</p> <ul style="list-style-type: none"> - Housing in the Core Strategy - Availability of mortgage finance - Land allocations - brown field / greenfield development - Unlocking stalled development - Affordable housing investment strategy
<p><u>Private rented sector</u> including key issues of:</p> <ul style="list-style-type: none"> - Driving up standards - Bringing more empty properties back into use - Engaging & relationship building with landlords - Impact of legislation, e.g. Article 4 - Attracting institutional investment - Green Deal 	<p><u>Homelessness</u> including key issues of:</p> <ul style="list-style-type: none"> - Impact of Welfare Reforms - Increase in people seeking housing assistance - Demand for social housing - Standards within affordable private rental market - Need for interventions prior to families/people losing their homes
<p><u>Older people's housing</u> including key issues of:</p> <ul style="list-style-type: none"> - Growing ageing population across the city & within certain neighbourhoods - Right type, model & tenure of accommodation - Right location - Developing strategic & neighbourhood level links with health partners 	
<p>66.3</p> <p>66.4</p> <p>66.4.1</p> <p>66.4.2</p> <p>66.4.3</p>	<p>Matthew Walker (MW) commented on the increased integration between key players in housing and regeneration across the city and the revitalised role of the Housing Forum.</p> <p>Extensive discussion covered the following:</p> <p>Specific key challenges including the impact of welfare benefit reform and the increasing percentage of older people in the population.</p> <p>Models of support aimed at supporting older people within the community and out of residential care.</p> <p>How best to meet the particular needs of disabled and other potentially excluded people both in new build and through adaptation of existing stock. Ways in which</p>

people can apply for social housing which remove barriers to access.

- 66.4.4 Pricing up in the private rental sector. How to bridge the gap between “affordable housing” and “social housing”.
- 66.5 The chair thanked the team for the presentation; and the group for the interesting discussions it had prompted; and supported ongoing work to deliver this aspect of the City Priorities.

67. Government City Deal – the Leeds Regional Proposal

- 67.1 Rob Norreys (RN), Head of Regional Policy, explained the origins of the government’s “City Deal” programme, and the progress to date of the city deal proposal submitted by the Leeds City Region. Members were referred to the report to the Executive Board of 11 April 2012.
- 67.2 Negotiations about a ‘City Deal’ covering skills and worklessness; transport; an infrastructure investment fund; and trade and inward investment are progressing with Government and we expect an announcement to be made soon.
- 67.3 The main highlights of the proposed deal comprise:
- Skills pathways
 - A transformed transport system across the north
 - Transforming infrastructure through a Leeds City Region investment fund
 - Closing the Leeds City Region balance of payments gap
- 67.4 RN also briefed members on pre-announced elements of the deal relating to support for 16 & 17 year olds not in education, employment or training (NEETS) through the Youth Contract Funding programme.
- 67.5 Sue Cooke (SC), Leeds City Region Secretariat, briefed member on the Local Enterprise Partnership (LEP) “five three one” employment and skills campaign successfully launched to the press in February with businesses, regardless of size or sector, being asked to commit to one or more of the following:
- Invest more in skills
 - Mentor a budding entrepreneur
 - Building links with education
 - Offering a work placement to an unemployed person
 - Offer an apprenticeship
- 67.6 Members were requested to support the campaign and identify opportunities to promote the campaign to businesses and organisations within its network.
- 67.8 Cllr Wakefield emphasised to members that the city deal represents a potential game change in how we do business in the Leeds City region.
- 67.9 Extensive discussions covered:
- 67.9.1 Initiatives, including “five three one” need to be simple and straightforward for employers to engage.

- 67.9.2 The “joining up” conversations. Marketing and promotion needs to be better, including targeted alignment of these initiatives with needs and aspirations already identified in other areas of Council activity. (eg Elements of the City deal, and the “Five three one” addresses issued raised at the State of the City deliberations in November 2011 and should be part of the young people’s agenda.)
- 67.9.3 City Deal represents an opportunity for significant changes in ways of working. We need to explore how best to integrate the city agenda with that of the city region, harnessing the energies, experience and capabilities of both.
- 67.9.4 The challenge of how most effectively to engage the education and learning communities in the complex delivery of skills and education that meets the needs of the city and the aspirations of individuals.
- 67.9.5 The opportunity afforded by successful projects of this type in leveraging additional funds (eg from the EU).
- 67.9.6 Merit in reflecting on how the city (region) manages to secure, and to successfully drive forward, and major initiative like City Deal.
- 67.8. The chair commended the team for the lobbying, project design and delivery of the successful City Deal proposal.

69. Agreed

- 69.1 To encourage partners to sign up to one or more of the provisions of the five three one campaign. **MD**
- 69.2 To convene a special meeting of the board to consider how best to exploit the provisions and resourcing of the Leeds City Deal in order better to achieve our ambitions for the city. **MD**
- 69.3 Related as it is to new opportunities and new ways of working, that the Commission for the Future of Local Government, be included on the agenda of this special meeting. **MD/TR**

70. Child Friendly City¹

- 70.1 The Leeds Initiative Board received an initial overview of the Child Friendly City programme in October 2011. Nigel Richardson (NR), Director of Children’s Services, supported by Councillor Blake (JB) and Catherine Wright, updated members on progress to date including the launch of the Child Friendly Leeds in July 2012.
- 70.2 Discussions covered
- 70.2.1 Branding of the Child Friendly City (CFC), the strong web presence and a call for action from partners to become involved in the launch mid-July 2012.
- 70.2.2 The message:
- Needs to avoid “Council-speak”.

¹ <http://www.leedsinitiative.org/ChildFriendlyLeeds.aspx>

- Should be simple and recognisable to parents as well as to children.
- Is around the promise. Leeds City Council and partners must direct their efforts to delivering the reality, mindful at all times of how things will be different as a result of what actions we take.
- Must be as meaningful to groups and individuals responsible for delivery, and to members of the wider public, as it does to the young people whose aims and aspirations have informed the strategy.

70.2.3 The particular challenge of generic messaging and the extent to which it resonates with the differing aims and aspirations of children and young people in different parts of the city.

70.2.4 The benefits of closer alignment with bodies having a wealth of experience with children and young people (eg Radio Aire).²

71 Agreed

71.1 Leeds Initiative partners are asked to support Child Friendly Leeds by agreeing that their organisations will make a Child Friendly City pledge by October 2012.

MD
+ Chairs of
Boards

71.2 Each of the other Strategic Partnership Boards should receive a report on Child Friendly Leeds, seeking the commitment of all partners to make a Child Friendly City pledge by December 2012.

MD
+ Chairs of
Boards

The chair thanked the Children's Services team for the briefing and discussion.

72. Performance Management

The 2011/2012 quarter 4 update report including an update on poverty/inequality issues was introduced to the meeting by Heather Pinches (HP), Performance Manager. The report summarised the progress at the end of the first year of delivery of this 4 year plan - and provided an update on progress in addressing the cross cutting issues of poverty and inequality that are woven across a number of the priorities in the plan.

72.1 HP reminded members that in July 2011 the Board agreed the performance management framework for the partnership to monitor the delivery of the City Priority Plan 2011 to 2015 with the 5 strategic partnerships responsible for the delivery and performance management of the priorities relevant to their remit. The LI Board also agreed that one of their specific roles is to ensure constructive challenge in relation to delivery of the issues that cut across the 5 strategic partnerships which broadly link to poverty and inequality. This recognises that poverty and inequality are important challenges for the city as echoed in the 2011 State of the City report and tackling these is fundamental to the delivery of our ambition to be the best city.

² <http://www.radioaire.co.uk/>

72.2	HP outlined the main issues under the headings of:	<ul style="list-style-type: none"> • Health Inequalities • Looked After Children: • Secondary school attendance • The economic context 	<ul style="list-style-type: none"> • Tackling burglary • New affordable housing. • Poverty and Inequality Issues 	
72.3	HP concluded that: the 5 strategic partnership boards across the city			
	<ul style="list-style-type: none"> • continue to monitor progress in the delivery of the City Priority Plan. • ensure that they own and drive delivery of their respective and shared priorities to increase the pace of change in the city • continue to develop their own processes so that they understand their priorities, have a clear programme of work to address these, monitor progress in delivery and rigorously challenge themselves and each other to ensure they maximise the benefits of partnership working in delivering outcomes for the city. 			
72.4	Discussions centred around:			
72.4.1	Indicators in which different boards had a shared interest (eg Greenfield and brown field sites for both Housing & Regeneration and Sustainable Economy & Culture). The possibility of baskets of selected indicators shared across more than one Strategic Partnership Board.			
72.4.2	Indicators worthy of more detailed explanation (eg the shift from green to amber of the “sense of belonging ... cohesive and harmonious communities” indicator.			
72.4.3	The extent o which causal relationships can be derived from the data and form the basis on which mitigation and remedial measures can be taken.			
73.	Agreed			
73.1	That board chairs note the conclusions (minute 72.3)			JR/MD
73.2	To report back on potential overlaps – and shared indicator (minutes 72.4 above).			JR
73.3	Performance management (key issues) is retained as a recurrent item on the agenda of meetings of board chairs.			MD
73.4	Boards to be reminded of the agreement that each should identify one measure that could be taken to contribute to the inequalities agenda.			MD + chairs of boards
	The chair thanked HP for the briefing, and members for the useful discussion.			
74.	Any other business			
	There was no other business.			
75.	Date/time of the next meeting			
	10:00 – 12:00 Friday 07 September 2012, Civic Hall			

Minutes of the meeting of the Housing and Regeneration Board held on 12 June 2012

Members Present:

Cllr Peter Gruen (Chair)	Leeds City Council, Executive Member for Neighbourhoods, Planning & Support Services, Labour Group
Cllr Richard Lewis	Leeds City Council, Executive Member for Development and the Economy, Labour Group
Cllr Barry Anderson (CBA)	Leeds City Council, Conservative Group
Mr Neil Evans (NE)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Farrington (MF)	Leeds City Council, City Development
Mr Steve Hoey	Third Sector (Canopy Housing Project)
Mr Naz Parkar (NP)	Homes and Communities Agency
Mr Miles Pickard	Private Sector (Pickard Properties)
Mr Matthew Walker	Leeds Registered Social Landlords (Leeds Federated Housing Association)
Ms Claire Warren	Leeds ALMO's, (West North West Homes)

Officers Present:

Ms Christine Addison (CA)	Leeds City Council, Environment & Neighbourhoods
Ms Liz Cook (LC)	Leeds City Council, Environment & Neighbourhoods
Mr Martin Dean (MD)	Leeds City Council Partnerships Group
Ms Maggie Gjessing (MG)	Leeds City Council Environment & Neighbourhoods
Ms Dayle Lynch	Leeds City Council Environment & Neighbourhoods
Ms Sally Wimsett	Leeds City Council Partnerships Group

In attendance:

Dr David Burton (Secretary) (DB)	Leeds City Council Partnerships Group
Mr Mike Brook (MB)	Leeds City Council Environment & Neighbourhoods (item 8)
Mr George Munson (GM)	Leeds City Council Environment & Climate Change (item 6)

Apologies:

Mr Mark Goldstone	Private Sector (Leeds, York & N Yorkshire Chamber)
Mr Jonathan Morgan (JM)	Private Sector (Morgans City Living)
Mr George Mudie MP	Member of Parliament
Ms Karen Wint	Private Sector, Leeds Building Society

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ACTION

1.	Welcome and introduction Councillor Gruen welcomed all to the meeting of the board.	
2.	Membership The chair prompted a brief discussion about attendance.	
3.	Agreed	
3.1	To explore further representation on this board from the Leeds, York and North Yorkshire Chamber.	MD
3.2	To look at attendance data currently being collected as part of a City Council indicator on members' engagement and see if any specific issues are evident with respect to this board	MD
3.3	To report back to the next meeting of the board.	MD
4.	Apologies were recorded	
5.	Minutes of the meeting held on 20 February 2012 and Action Plan	
	▪ The minutes were approved as a true and accurate record; and the status of actions was noted.	
6.	Matters arising from the minutes and action plan.	
6.1	There were no matters arising and not covered elsewhere on the agenda.	
7.	Presentation to the Leeds Initiative Board	
7.1	The chair briefed members on the presentation of the Housing and Regeneration Board and its activities to the meeting of the Leeds Initiative Board on 11 June, part of an agreed schedule of recurrent reporting of the five Strategic Partnership boards. Housing and Regeneration was represented at that session by Cllr Gruen, Cllr Richard Lewis, Neil Evans and Matthew Walker.	
7.2	The presentation had focussed on this board's alignment with city and Council priorities, and had highlighted current priorities including homelessness and the impact of the reform of the welfare benefits system.	
7.3	The presentation and related discussions had been well received by the Leeds Initiative Board.	
8.	Agreed	
8.1	To distribute copies of the presentation to members.	DB
9.	Homes and Communities Agency (HCA)	
9.1	Mr Naz Parkar, Head of the Homes and Communities Agency (North East, Yorkshire & Humber region) briefed members on the Homes and Communities Agency (HCA) activities in Leeds and explained how investment and assets are aligned to local priorities for regeneration, economic and housing growth.	
9.2	Leeds investment priorities are set out in Leeds Local Investment Plan (LIP), and HCA investment is aligned to these agreed priorities through the committed programmes and future opportunities. The Leeds LIP focuses primarily on housing-led regeneration within spatial	

priority areas of Leeds. The LIP complements an equivalent investment plan for the Leeds City Region, as well as other key local strategies.

9.2 His presentation covered:

Five spatial priority programmes of the LIP comprising:

- - East and South East Leeds (EASEL) – now New East Leeds
 - Aire Valley Leeds (AVL),
 - Leeds Bradford Corridor (incorporating West Leeds Gateway),
 - South Leeds
 -
- The thematic priorities which complement the LIP Spatial priorities are complemented by a number of thematic priorities including:
 - support for mixed tenure communities
 - increasing the supply of affordable housing
 - facilitating private sector housing renewal
 - improving energy efficiency (for new and existing housing)
 - providing supported housing and independent living.

9.3 The HCA has identified, in its Business Plan, the Leeds / Bradford Economic Axis as a key priority place in the North East, Yorkshire and Humber, the principle of intervention being regeneration focusing on the growth potential of the city as a major economic driver of the Leeds City Region (LCR).

9.4 Following dialogue with the Council the HCA will focus resources in the following areas:

- To continue to support delivery of regeneration aspirations in New East Leeds; critically this will include the land at the rear of Seacroft Hospital which is part of the government's Accelerated Land Disposal Programme
- Use our contingent asset associated with the East Leeds Link Road as part of a package of enabling measures to support the private sector and council to bring land forward for employment and commercial development in the Aire Valley Enterprise Zone
- Use the HCA economic assets in Holbeck Urban Village to agree a strategy with the council on a review and update of the original vision for regeneration proposals that enhance the heritage of the area
- Complete the final phases of Allerton Bywater Millennium Community
- Bring forward housing development at Wharfedale Hospital site
- Invest £54m in new affordable housing across the LCR in 2011/15
- Promote the LILAC community led housing development to raise awareness of local initiatives and custom / community build housing across the city
- Work with the LCR to develop proposals for Private Rented Sector Initiatives

9.5 The HCA will continue to align its activities to local priorities, and as a LCR / Local Enterprise Partnership (LEP) investment fund model develops as part of the City Deal will align its investment with the principles of this fund.

- 9.6 Extensive discussions revolved around:
- 9.6.1 Investment in and delivery of infrastructure as an integral part of planning and development of housing, and of raising the necessary resources.
 - 9.6.2 The application of different models of development to suit differing operating environments – the lessons to be learned and carried forward from these different models.
 - 9.6.3 The need for any model to make a significant contribution to sustainable community development, including infrastructure.
 - 9.6.4 The Low Impact Living Affordable Community project (LILAC)¹ – lots learned but uncertainty about the extent to which it is replicable.
 - 9.6.5 The Governments desire to do things quickly and preference for shovel-ready projects. How well prepared are we to respond?
 - 9.6.6 What investment is likely to be available in order for the HCA and others to align their forward development plans with real opportunities?
 - 9.6.7 The characteristics of a pipeline which would enable rapid response to Government (and other) initiatives. The need to forecast the direction of travel of Government thinking so that we can align products in our pipeline rapidly to respond. Can we produce a development plan that is ready to go for investment the moment an opportunity presents itself (ie reactive rather than pro-active)?
 - 9.6.8 The need for the planning and development process to be simplified and streamlined in order to reduce the time/money incurred in nugatory forward planning.
- 9.7 The chair thanked NP for the presentation, and for promoting such an interesting discussion.

10. Derelict and Eyesore Sites

- 10.1 As requested at the meeting on 20 February 2012. Christine Addison (CA), Acting Chief Officer, Asset Management, briefed members on the approach that the Council is taking to tackle derelict and nuisance properties across the city in both public and private ownership. The project aims to improve coordination across the Council to more efficiently tackle problem properties in its own control and those which are privately owned. A steering Group has been established to oversee the project, chaired by the Acting Chief Asset Management Officer, which involves representatives from Planning, Building Control, Environmental Services, Asset Management, the Area Leadership Teams and Regeneration Programmes. A working group oversees day to day activity and reports progress to the steering group.
- 10.2 Members were briefed on the 69 sites currently on the “worst properties” list and CA outlined the different approaches to Council and privately owned sites.
- 10.3 In February Executive Board supported the allocation of a rolling budget totalling £500,000 over the next three financial years to support the programme. This will be used to support work with property owners, improvements to Council property and enforcement action.
 - The Council aims to progress actions on at least 25 sites over the course of the next year,

¹ <http://www.lilac.coop/home/61.html>

although some properties will require actions over a prolonged period.

- During the next quarter, on site work is anticipated to take place on a further 8 sites and discussions will continue to take place with owners about the future of their properties and enforcement action will be progressed.
- The Council owns the freehold of a number of public houses across the cities, many of which have closed or are struggling to survive. Those which have closed are already included on the derelict and nuisance site schedule, and work has been undertaken to identify those most at risk of closing.

10.4 Discussions covered:

- 10.4.1 The positive impact of dealing with derelict/eyesore sites on the wellbeing of the local community, especially if such sites can be used to the benefit of the community.
 - 10.4.2 The particular challenge of listed properties, and the risks of de-listing.
 - 10.4.3 The need for an assertive approach from the Council in order to achieve satisfactory outcomes, including encouraging landlords to take full responsibility for properties they own.
 - 10.4.4 The need for practices and procedures to be seen to be even handed between private sector landlords and the Council (as a landlord).
- 10.5 The chair thanked Christine and her team for the detailed analysis, and for the efforts to reduce derelict sites across the city.

11. Green Deal/Insulation scheme

- 11.1 George Munson (GM), Environment and Climate Change Manager, briefed members on the "Wrap up Leeds"² insulation programme, and the Green Deal and the Energy Company Obligation (ECO)³
- 11.2 The Green Deal loan scheme (and related ECO grants for solid wall properties and people in fuel poverty) is due to replace the current CERT/CESP/Warmfront energy grants in October 2012. Some progress has been made (a consultation was held between December 2011 and January 2012 and 22 companies have recently been announced as Green Deal 'Pioneer' Providers) but there are still many important outstanding issues. Informal discussions with Pioneers and energy companies indicate that they do not expect the systems or supply chain to be fully in place to deliver Green Deals to consumers until early spring 2013.
- 11.3 - Leeds City Region (LCR) leaders took a decision in February 2012 to develop a business case for LCR authorities. Progress has been slow and it is unlikely that the business case will be finished before October 2012. Even if a decision is taken to borrow to enable LCR authorities to actively steer local Green Deal delivery, procurement of a project of this scale would take at least another year to complete. Whilst this may still be the right long term course of action, it leaves the council with a gap of around a year when very little proactive energy efficiency work will be possible.

² <http://www.wrapupleeds.co.uk/>

³ http://www.decc.gov.uk/en/content/cms/consultations/green_deal/green_deal.aspx

- If the council does not intervene, some Green Deal Providers may target specific parts of the city or certain demographics, but we believe that these will typically be the more affluent parts of the city where there is potential for greater margins.
- Informal discussions with Pioneers and energy companies indicate that they may struggle to spend their ECO obligations (both the affordable warmth and carbon saving elements) and so will be looking for proactive local authority partners able to assist them to provide local intelligence and to effectively market the scheme.
- The Council therefore plans to develop two parallel work streams: to continue to develop the business case for a collaborative LCR scheme, supplemented by a short-term procurement to deliver Green Deal and ECO grants to priority areas in Leeds.
- LCR have recently engaged with the market to seek a specialist advisor to assist with business case development.

11.4 Discussions covered:

- 11.4.1 The potential opportunity that energy companies looking to develop across the country may see relationships with Local Authorities as offering the best economies of scale.
- 11.4.2 The eligibility of social housing under the new green deal.
- 11.4.3 The challenge of cladding or other measures for tower blocks which could impact positively on such a significant proportion of the citizens of Leeds.
- 11.4.4 The need to be aware of the impact of private sector endeavours under both Wrap up Leeds and the Green Deal.
- 11.5 The chair thanked GM for his briefing, and members for the subsequent discussions.

12. Private Rented Sector

- 12.1 Mike Brook (MB), Environment & Neighbourhoods Housing Services, briefed members on:
 - the main issues around the private rented sector (PRS) which represents at least 13% of the total housing stock and as such provides accommodation for a significant number of Leeds households, some of whom are amongst the most vulnerable members of society. The PRS is now becoming an increasingly important housing option for the people of Leeds, given the pressures on the social housing stock in the city and cost of home ownership.
 - In-year performance 2011/2012
 - The impact on PRS of new legislation
 - New ideas to incorporate targeted interventions and increase performance.
- 12.2 Members noted the good and mutually supportive relationship between the Council and landlords operating under the Leeds Landlord Accreditation Scheme (LLAS).
- 12.3 The chair thanked MB for the briefing.

13. Empty Homes

In response to issues raised at the meeting on 20 February 2012, Liz Cook, Environment &

Neighbourhoods Housing Services, briefed members.

13.1 *To re-visit the current 6 month threshold for classification of "long term empty".*

The six month definition of long term empty is from the previous Government's national performance indicator BPVI 64. This was used by Government to monitor all local authorities' performance to address private sector empty properties. The indicator came with guidance as to definitions of empty properties and what constituted an action to bring it back into occupation. The Council continues to use this definition as no other has been adopted nationally, it allows a consistent approach to previous years, allows trends to be mapped both city wide and on an area basis and to benchmark performance against core authorities. By adopting the six month classification as the initial time for intervention the Council is able to address problems before they become longer term issues, help owners and bring properties back into use without the need for intensive interventions such as proactive enforcement.

13.2 *To explore legal means of accelerating demolition or restoration to the market of void property*

The Council uses all available legislation to bring properties back into occupation. This ranges from the charging of 100% Council Tax through to the use of compulsory purchase powers. Based on the Home and Communities Empty Homes website the Council has adopted and considered all legislation available to it in addressing empty homes.

13.3 *To establish the reasons for long term vacant property and whether this may help identify additional ways in which we can accelerate restoration to the market.*

The Council and partners have adopted most of the actions detailed by the Homes and Communities Agency as best practise. As detailed in the February 2012 report to the Board the Council is considering new ways to bring funding to the issue. It is considering options around the potential for an empty property loan, use of New Homes Bonus and commuted sums as ways to assist owners. As part of the Council's neighbourhood approach to its priority areas locality based proactive interventions on long term empty properties is being considered.

14. **Agreed**

14.1 **Data to be provided to elected members concerning empty property by Ward.**

The chair thanked LC for the briefing and for the responses to issues raised previously by the board.

LC

15. **Performance Management**

15.1 Members received the quarter 4 2011/2012 performance information relating to the priorities and actions detailed in the Housing and Regeneration Board partnership plan 2011/2015, introduced by Dayle Lynch (DL) Environment & Neighbourhoods.

15.2 Members were reminded of the responsibility of each Strategic Partnership Board to sign off the performance reports prior to them being escalated to the Leeds Initiative Board and through to the Corporate Leadership Team.

15.3 Members were also reminded of exhortations from the Leeds Initiative Board for each strategic partnership board to identify a single priority indicator in its area of responsibility with regards reducing inequality. Discussion suggested:

- Affordable warmth and fuel poverty
- Homelessness

... in terms of what we are doing and what effect it is having.

15.4 There was some discussion about the existing performance indicators, specifically how useful they are, and how appropriate they are to existing and emerging priorities for the board.

16. Agreed

16.1 Officers to evaluate performance indicators and report back on how useful they are as indicators for the current and emerging priorities for the board.

CA

17. East Leeds Regeneration Board

17.1 Members received and approved the terms of reference for the East Leeds Regeneration Board.

17.2 Members received and noted:

- the minutes of the meeting of the East Leeds Regeneration Board held on 20 April 2012.
- An update regarding the establishment of a South Leeds Regeneration Board.
- The minutes of the meeting of the Leeds Housing Forum held on 13 March 2012.

18. Any other business

There was no other business

19. Date of the next meeting

14:0 – 16:00 Tuesday 09 October 2012 at Civic Hall

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Leeds Children's Trust Board

Minutes of the meeting held on 11 June 2012 at the Civic Hall

Present:

Cllr Judith Blake (Chair) (JB)	Leeds City Council - Executive Lead Member for Children's Services
Cllr Jane Dowson	Leeds City Council – Elected Member
Cllr Ted Hanley	Leeds City Council – Elected Member
Cllr Sue Bentley	Leeds City Council – Elected Member (for Cllr Downes)
Ian Cameron (IC)	NHS Airedale, Bradford and Leeds – Director of Public Health
Bridget Emery	Leeds City Council – Environment and Neighbourhoods
Martin Fleetwood	Secondary Headteachers – Principal, Temple Moor High School
Alison France	Jobcentre Plus
Bryan Gocke (BG)	Leeds Safeguarding Children's Board Manager (for Jane Held)
Jim Hopkinson	Leeds Youth Offending Service – Head of Service (Item 3a)
Jane Mischenko	NHS Airedale, Bradford and Leeds (for Matt Ward)
Ann Pemberton (AP)	Young Lives Leeds – Manager, Home Start Leeds
Chris Radelaar	Children's Centre Manager – Shakespeare Children's Centre
Diane Reynard	SILC Principals – East SILC
Nigel Richardson (NR)	Leeds City Council – Director of Children's Services
Peter Roberts	Leeds City College – Chief Executive
Sue Wilkinson	Leeds Community Healthcare NHS Trust (for Sam Prince)

In attendance:

Kate Arscott (KA)	Leeds City Council Children's Services – Governance and Partnerships
Arfan Hussain	Leeds City Council Children's Services – Secretary
Steve Walker	Leeds City Council Children's Services
Paul Brennan (PB)	Leeds City Council Children's Services
Becky Hill (BH)	Leeds City Council Children's Services (Item 2d)
Vicki Marsden (VM)	Leeds City Council Children's Services – Voice & Influence (Item 2a & 2e)
Dmitry Fedotov	Youth Association (Item 2a)
Sylvia Shatwell	Willow Young Carers (Item 2a)
Al Berry	Member of Youth Parliament (Item 2a)
Jake Gibbins	Young Carer (Item 2a)
Jancis Andrew	Leeds City Council Children's Services (Item 2b)
Ken Morton (KM)	Leeds City Council Children's Services – Young People & Skills (Item 2c)
Catherine Wright	Leeds City Council Children's Services – Communications (Item 2e)
Dave Roberts	Leeds City Council City Development (Item 2f)
Anne Mc Master	Leeds City Council – Partnerships Group

Apologies:

Cllr Alan Lamb	Leeds City Council – Elected Member
Alan Bolton	Academy representative – David Young Community Academy
Supt Keith Gilert	West Yorkshire Police – Chief Officer, Community Safety
Jane Held (JH)	Local Safeguarding Children Board – Independent Chair

Draft Minutes to be approved at the meeting on 09 July 2012

Neil Moloney
Sam Prince
Matt Ward
Sue Rumbold

West Yorkshire Probation – Head of Leeds Probation
Leeds Community Healthcare NHS Trust
NHS Airedale, Bradford and Leeds – Associate Director of Commissioning
Leeds City Council Children's Services

Item		Action by
1.0	Welcome, introductions, apologies and alternative representatives	
1.1	Cllr Judith Blake welcomed all colleagues and apologies were noted. Cllr Sue Bentley (who is replacing Cllr Ryk Downes as the Liberal Democrat representative) was welcomed back to the Board.	
1.2	<u>Actions</u>	
1.2.1	The Board agreed that a message be sent to Cllr Ryk Downes to thank him for his contribution.	KA
1.3	Minutes of the meeting on 27 April 2012 and matters arising	
	The minutes were agreed as an accurate record of the meeting.	
1.3.1	Minute 3.4.1 – The Chair informed the Board that issues had been raised by 3 rd Sector organisations in relation to the work being done on obesity in clusters. She requested that the relevant partners pick up this issue.	AP/ KM
1.3.2	Minute 4.5.1 – The Healthy Leeds Partnership event has been delayed until Autumn 2012.	
1.3.3	Minute 6.2 – The CCGs are keen to participate in the Board but have difficulty with the current pattern of meeting dates. Kate Arscott to explore possible alternative dates to accommodate them.	KA
2.0	Progress towards a child friendly city and improved outcomes	
2.1	Young Carers Card Initiative	
	Dmitry Fedotov, Youth Association; Sylvia Shatwell, Willow Young Carers; Al Berry, Member of Youth Parliament & Jake Gibbins, Young Carer, presented a report on the campaign for a Young Carers Card for Leeds. The concept for the Young Carers Card came from the UK Youth Parliament (UKYP) and has been established and used in Sunderland and piloted in the Yorkshire and Humber area by several local authorities. The aim of the card is to provide young carers with additional support where and when they might need it in schools.	
2.1.1	<p>They informed the group that:</p> <ul style="list-style-type: none"> • Leeds was in a great position in having the Breeze card that 89% of young people have, which could be modified to act as the Young Carers Card. This can be done by altering the unique code found on each Breeze card to start with a set prefix which will only be provided to Young Carers. • A day long consultation was organised to gain a greater understanding of the current situation of young carers who were in primary and secondary school. Out of the young carers questioned 50% of primary and 20% of secondary school pupils had informed their school of their circumstances. Concerns were raised over confidentiality of being identified as a young carer, fear of bullying from other pupils and having problems at school due to the demands of being a young carer. • The Young Carer Card could allow young carers to easily identify themselves to school 	

	<p>staff and other professionals and in doing so improve communication channels and enable staff to respond sensitively.</p> <ul style="list-style-type: none"> Incorporating the Young Carer Card with the Breeze card will also allow for a better estimation of the number of children who are young carers, and allow Leeds City Council to gain data on services accessed by young carers that can be taken into consideration in future budget planning. 	
2.1.2	<p>The Chair highlighted the success of the Breeze card with its high take up figure with young people. She emphasised the need to raise greater awareness of the issues faced by young carers and respond sensitively, for example where children are persistently late to school. She informed the Board that an awareness session for councillors is planned on the issue of young carers. The new contract for the young carers service includes identifying a named contact in each education setting.</p>	
2.1.3	<p>Members of the Board raised the following points in discussion:</p> <ul style="list-style-type: none"> The Board warmly welcomed the proposal and congratulated the young people for their work in developing it so far. Indicative costs provided in the report of £1.30 per Breeze card may be lower. The need to ensure that teachers and professionals understand the modified Breeze card and what to do after a child has identified themselves as a young carer. That younger children may not realise that they are carers. Links can be made with other organisations, such as health, and the impact they can have on young carers. Sue Wilkinson, Leeds Community Healthcare NHS Trust, emphasised that the health sector were keen to be involved to identify young carers and raise awareness. Peter Roberts confirmed that the colleges welcomed the idea and are keen to be involved in the pilot. The potential in the longer term to approach other stakeholders in the city to see what they would be able to provide for young carers. The use of the set prefix on the Breeze card could potentially be expanded beyond young carers to other areas such as Looked After Children in the future. 	
2.1.4	<u>Agreed</u>	
2.1.4.1	The Board agreed to fully endorse the pilot implementation of the Young Carers Card in Leeds through the Breeze card. Vicki Marsden, Voice and Influence, Children's Services, Leeds City Council to take this forward.	VM
2.1.4.2	The Board congratulated the young people for their work to date and thanked AI and Jake for coming to present the proposal to the Board.	
2.2	Update on CYP Obsessions – Improving School Attendance	
	Jancis Andrew, Area Targeted Services Lead, Children's Services, Leeds City Council presented an update report on progress against the school attendance obsession detailed in	

	the Children & Young People's Plan.	
2.2.1	<p>Jancis highlighted the following:</p> <ul style="list-style-type: none"> • The Autumn 2011 school term had resulted in the highest levels of school attendance figures for Leeds. However, it was noted that the Department for Education have not yet published the national comparison data to enable us to measure our progress against that of other areas. • From outcomes of OBA workshops in clusters it was stated that it was important to implement the top 100 methodology. Multi-agency guidance and support meetings were well developed in clusters where cases of low attendance are discussed and responses agreed. • Leeds City Council's Children and Families Scrutiny Board published an inquiry report in April 2012 containing a number of recommendations. This included working with GPs and the health sector in Leeds to reduce the number of appointments occurring during school time for pupils. Work already undertaken in response to this includes changing the wording of appointments letters to clearly state that if an appointment is to take a short amount of time a child would be able to return to school afterwards. • The recommendations in the Taylor report on improving attendance at school and the government's response so far, as well as possible implications for Leeds. 	
2.2.2	<p>Discussions highlighted the following issues:</p> <ul style="list-style-type: none"> • The Board welcomed the progress being made, and reiterated the commitment to the top 100 methodology and the cluster approach to continue to drive forward progress on attendance. • The need for early intervention as habits of low school attendance are formed at a young age. Cllr Jane Dowson informed the Board that the 0-11 Education Partnership is to carry out an OBA workshop around attendance in the early phase. • Progress was ongoing in developing real time school attendance figures. • Cllr Jane Dowson informed the group that a conference on data is to occur later in the year that will emphasise issues surrounding permission for information sharing and methods of transferring data. • The group highlighted the positive figures detailed in the report, but asked that future reports show actual numbers as well as percentages to provide greater perspective. • The impact of raising the participation age on measuring attendance. • Good work is taking place with health colleagues to understand the issues around medical appointments in school time. An OBA session may be held once the background context is better understood. • Follow-up work on the challenges discussed at the April CTB meeting, including SILC attendance and attendance data for children living in residential care. • Lack of consistency from schools in the Leeds area that have differing practice for 	

	authorising holidays during the school term. While it is understood that individual heads and governing bodies retain their discretion, the adoption of a common policy in the north west of the city had led to a reduction in term-time holidays. It was agreed to ask the Leeds Education Challenge to consider a policy stance that the local authority could adopt as advice to schools.	
2.2.3	<u>Actions</u>	
2.2.3.1	The Board noted the latest progress on increasing attendance reflected in the national figures for half terms 1-5 2010/11, and the local data for half terms 1-2 and half terms 1-4 for 2011/12.	
2.2.3.2	The Board agreed to ask the Leeds Education Challenge to develop a proposed policy on holidays during the school term.	PB
2.3	Cluster Progress Report	
	Ken Morton, Head of Service, Young People & Skills, Children's Services, Leeds City Council presented an update report on cluster progress.	
2.3.1	Ken highlighted the following points: <ul style="list-style-type: none"> • A challenge from cluster chairs around communication and coordination following the end of the Extended Services Advisers' role. • The need to look at sustainability of funding to secure continuity of cluster activity, particularly in the light of changes in school funding arrangements. • A planned review in the autumn of the expectations of the roles of cluster chair and local authority partner, to reflect changes since the roles were originally defined in early 2011. 	
2.3.2	Discussions highlighted: <ul style="list-style-type: none"> • The Board's appreciation of the work of the Extended Services Advisers, Barbara Temple, Alison Larkin and Sue Cassidy • The need to ensure properly accountable third sector representation for all clusters. Young Lives Leeds are working with Ken Morton to facilitate this, using examples of existing good practice. Councillor Blake agreed to include this issue on the agenda for the forthcoming elected member cluster representatives meeting. • Steve Walker, Deputy Director Safeguarding, Specialist and Targeted Services, Children's Services informed the Board that the new locality based Children's Social Work Teams were developing relationships in clusters. Feedback so far has been positive. • Paul Brennan, Deputy Director Learning, Skills and Universal Services, Children's Services acknowledged that fragmentation of the school system presents an ongoing challenge, although there is evidence of good engagement from some academies. The Chair emphasised the role of school governors in promoting the benefits of cluster working and sharing good practice. 	
2.3.3	<u>Actions</u>	
2.3.3.1	That the Board's thanks be conveyed to the Extended Services Advisers for their work	KM

	with clusters.	
2.3.3.2	The Board agreed that the Director of Children’s Services would work with cluster chairs to address the items raised in paragraph 4.1 of the report relating to communication and co-ordination.	NR/KM
2.3.3.3	The Board agreed that the Director of Children’ Services would work with Schools Forum, Cluster Chairs, headteachers and school governors to ensure that information is available to enable governing bodies to positively decide to continue to contribute to the local cluster partnerships.	NR/KM
2.3.3.4	That consolidation and development of integrated working in each cluster be supported by: <ul style="list-style-type: none"> • Completing the deployment of Targeted Services Leaders • Further developing a workforce development programme to support cluster working, top 100 methodology, OBA and restorative practice strategies • Implementing the top 100 methodology for the 3 obsessions • Completing deployment of Early Start teams • Embedding the new simple CAF • Embedding the new approach to social care referrals • Offering guidance in relation to the concerns raised about data/case management arrangements 	KM
2.4	Every Child Matters Survey Results	
	Paul Brennan, Deputy Director Learning, Skills and Universal Services, Children’s Services and Becky Hill, Performance Management Officer, Children’s Services presented the findings of the 2010/11 Every Child Matters (ECM) Survey to the Board. The survey, which has ran for the past five years, is unique to Leeds and aims to enable children and young people to anonymously inform the local authority and its partners of what it is currently like to grow up in Leeds.	
2.4.1	They informed the Board that: <ul style="list-style-type: none"> • There are an icreasing number of schools taking part, with the 2011/12 ECM survey taken up by 158 schools (127 primaries, 23 secondaries, 6 SILCs and 2 PRUs). Schools receive an analysis of their results and are also able to compare their findings with schools citywide. There is good feedback from schools using the survey to make changes within school. • Changes are to be made to the survey in the future in response to feedback from schools. This will sharpen it up to focus on key information for the Child Friendly City programme and policy makers. • Schools have until the end of term to participate in the ECM survey for 2011/12 and Board members were requested to encourage them to do so where possible. 	
2.4.2	Discussions highlighted: <ul style="list-style-type: none"> • Support for moving the survey under the Chid Friendly City banner. • The need for parents to be informed that children and young people regard them as the 	

	<p>main source of information, advice and guidance and the importance of their role in that respect.</p> <ul style="list-style-type: none"> • That the health sector would be consulted on changes to the survey. 	BH/IC
2.4.3	<u>Agreed</u>	
2.4.3.1	The Board noted the findings of the 2010/11 Every Child Matters survey and supported the redesign of the survey for 2012/13 under the Child Friendly City banner.	BH
2.5	Making Leeds a Child Friendly City – Progress report	
	Vicki Marsden, Voice and Influence, Children’s Services, Leeds City Council and Catherine Wright, Communications Manager, Children’s Services, Leeds City Council provided the Board with a progress report on the Child Friendly City Initiative, including a presentation on the branding material, created with involvement of children and young people. Packs will shortly be circulated to all partners.	
2.5.1	In addition partners were asked to commit their organisations to making tangible pledges for Child Friendly City by September 2012. Members of the other Leeds Initiative partnership boards would also be asked to make similar pledges. The Children’s Trust Board was asked to pledge as a Board to review and support the transport issues raised by children and young people across the city.	
2.5.2	<p>Discussions highlighted:</p> <ul style="list-style-type: none"> • The need for citizens of Leeds to recognise and understand the Child Friendly City initiative, be engaged and change the culture of the city. • Positive feedback was given to the marketing material which is recognisable and can provide a clear and consistent message. • Positive feedback from the business and third sectors that the Child Friendly City pledges are a good route to engage them directly. 	
2.5.3	<u>Agreed</u>	
2.5.3.1	The Board agreed to commit their organisations to making a Child Friendly City pledge no later than September 2012.	All
2.5.3.2	That children and young people will lead and facilitate part of the December Children’s Trust Board meeting to jointly review progress towards becoming a child friendly city , including updates on pledges made by CTB partners.	KA/VM
2.6	Free School Meals, Challenges Ahead	
	Dave Roberts, Senior Policy and Information Officer, City Development, Leeds City Council presented a report to the group on the challenges associated with increasing free school meal (FSM) take up.	
2.6.1	<p>He highlighted the following issues:</p> <ul style="list-style-type: none"> • If FSMs were claimed by those entitled to them would provide significant assistance for families where children are living in poverty. Around 4,000 people are currently not 	

	<p>claiming their entitlement, equating to approximately £1.8m.</p> <ul style="list-style-type: none"> • The need for FSMs to be embedded in strategic policy, such as the Leeds Education Challenge. • While there had been an increase in the take up of FSMs in Leeds this has also occurred in other local authorities resulting in Leeds still being comparatively low. In addition the take up of FSMs had plateaued since January 2011. • The local authority has less direct influence over school meals due to the fragmentation of the school system. • A working group on free school meals has been established, which will have its first meeting on 12 June 2012. • In addition, Academies and Free Schools have exemption from the national food and nutritional standards. An Early Day Motion (EDM 54) calling for an end to the exemption has been tabled in Parliament and has cross party support with support from 77 MPs. No MPs from Leeds have signed up yet. 	
	<p>Discussions highlighted:</p> <ul style="list-style-type: none"> • Paul Brennan confirmed that free school meals will be picked up as an issue by the Leeds Education Challenge. • There is to be a debate in Westminster Hall on 13 June regarding the extension of free meal entitlement to cover colleges. • There are local proposals being considered to extend FSMs into school holidays as a pilot project, subject to funding. It was agreed that further detail should be provided to the working group. 	
	<u>Agreed</u>	
	The Children's Trust Board agreed to use its influence to raise the policy profile of the initiative and assist in alleviating any blockages to progress.	
	The Chair agreed to write to Leeds MPs to urge them to support the Early Day Motion which seeks to reintroduce national nutritional standards to Academies and Free Schools. She also agreed to seek their support for the debate on extending free meal entitlement to colleges.	JB
	That further detail on the proposed pilot holiday project be provided to the working group.	KM
3.0	Other Items	
3.1	Governance Arrangements for the Troubled Families programme	
3.1.1	Jim Hopkinson, Head of Service Targeted Services, Children's Services, Leeds City Council presented a report detailing the proposed governance arrangements for the Troubled Families Programme Board for approval.	
3.1.2	The national Troubled Families programme has been developed following the Prime Minister's pledge to turn around the lives of every troubled family in the UK. Leeds had been successful in becoming one of ten local authorities to become early adopters of the national programme.	

	1800 families will be supported in Leeds over the three year programme.	
3.1.3	A multi-agency programme board was being established to be chaired by the Lead Executive Member for Children's Services. It was proposed that the programme board be a sub group of the Children's Trust Board.	
3.1.4	Ken Morton recommended that a School Governor from the School Forum be included in the membership.	
3.1.2	<u>Agreed</u>	
3.1.2.1	The board agreed the governance arrangements for the Troubled Families Programme Board, as a sub group of the Children's Trust Board.	
3.2	Performance Dashboard	
3.2.1	The updated performance dashboard was noted. Nigel Richardson highlighted that while several measures were rated as red, progress was still being made. They remained red as they are obsessions and we are not yet achieving at the level wanted. Therefore they continue to be a priority for the Board. The Board supported this position.	
3.3	Reports from sub-groups/other partnerships	
	Kate Arcscott, Interim Children's Trust Board Manager, Children's Services informed the group that these would be circulated separately.	
3.4.	Any other urgent business	
3.4.1	Ian Cameron informed the board that the Children's Commissioner's office has requested data in relation to their national inquiry on child sexual exploitation. Nigel Richardson informed the Board that the LSCB has also been contributing information to the inquiry.	
3.4.2	<u>Actions</u>	
3.4.2.1	It was agreed to ask the Leeds Safeguarding Children Board to provide an update to the Board at a future meeting.	JH/BG
4.0	Date and time of next meeting	
4.1	Monday 9 July 2012, 09:30-12:30	

LEEDS CITY REGION LEADERS' BOARD

THURSDAY, 31ST MAY, 2012

PRESENT:	Councillor Box (Chair)	- City of Wakefield MDC
	Councillor Alton	- Harrogate BC
	Councillor Alexander	- City of York Council
	Councillor Crane	- Selby DC
	Councillor Green	- City of Bradford MDC
	Councillor Khan	- Kirklees MC
	Councillor Knowles-Fitton	- Craven District Council
	Councillor J Lewis (Substitute)-	Leeds City Council
	Councillor Swift	- Calderdale MBC
	Councillor Weighell	- North Yorkshire CC
APOLOGIES:	Councillor Houghton	- Barnsley MDC
	Councillor Wakefield	- Leeds City Council
	Paul Shevlin	- Craven District Council
IN ATTENDANCE:	Tom Riordan	- Leeds City Council
	Joanne Roney	- City of Wakefield MDC
	Wallace Sampson	- Harrogate BC
	Kersten England	- City of York Council
	Adrian Lythgo	- Kirklees MC
	David Curtis	- HCA
	Catherine Witham	- Leeds City Council
	Robert Norreys	- LCR Secretariat
	Colin Blackburn	- LCR Secretariat
	Lynn Cooper	- LCR Secretariat
	Sally Hinton	- LCR Secretariat
	Kevin Tomkinson	- Leeds City Council

1 Chair's Opening Remarks

The Chair asked that Officers within the Secretariat write to Leaders who were no longer serving on the Leeds City Region Leader's Board thanking them for their contribution to the work of the Board.

2 MINUTES OF THE LAST MEETING

RESOLVED – That the minutes of the previous meeting held on 29th March 2012 be approved as a true and correct record.

3 MATTERS ARISING

There were no matters arising.

4 Appointment of Chair and Deputy Chair

The Chief Officer submitted a report in respect of the election of the Chair and Deputy Chairs of the Leeds City Region Leaders' Board.

RESOLVED -

- a) That Councillor Box be appointed as the Chair of the Leeds City Region Leaders' Board until the date of the Annual Meeting in 2013.
- b) That Councillors Alexander and Alton be appointed as the Deputy Chairs of the Leeds City Region Leaders Board until the date of the Annual Meeting in 2013.

5 Representation on Leeds City Region and Regional Boards and Panels

The Chief Officer submitted a report seeking Member representation on the LEP Board, LCR Boards and Panels, and regional Boards.

RESOLVED – That the details of representation on the various bodies detailed below be confirmed following discussions with the Chair and Chief Officer;

- LCR LEP Board (8 representatives)
- LCR HCA Board (4 representatives)
- LCR Employment and Skills Board (5 representatives)
- LCR Business Innovation & Growth Panel (3 representatives)
- LCR Transport Panel – (6 representatives):
- LCR Green Economy Panel – (2 representatives)
- Yorkshire and Humber member Improvement and European Board (1 representative)
 - Homes and Communities Agency Stewardship Group (1 representative)

6 Leeds City Region Board Procedures and Protocols

The Chief Officer submitted a report setting out the proposed changes to the Procedures and Protocols for the operation of the Leaders Board for 2012/13.

The majority of the amendments related to the membership of the Leaders Board Chair, Deputy Chairs, and sub-Panels and Boards, which were to be updated following Leaders' decisions elsewhere on the agenda.

RESOLVED -

- (a) That the inclusion of the proposed amendments as set out in section 3 of the report be endorsed.

- (b) That the Chair in liaison with the Chief Officer be authorised to sign-off the revised Procedures and Protocols 2012/13 incorporating the agreed amendments.

7 Approval of Statement of Accounts 2011/12, Budget for 2012/13 and Risk Management

The Chief Officer submitted a report seeking approval for the statement of accounts for 2011/12 which were appended to the report. The report also set out the latest budget position for 2012/13 now that the balance to be carried forward had been finalised.

The report also identified key risks for the Leeds City Region at this time and set out how these were being managed and addressed.

RESOLVED -

That the Statement of Accounts for 2011/12 be approved.

8 City Deal Update

The Chief Officer provided Leaders with a brief update in respect of the City Deal and advised that it was likely that the Government announcement would be in early-mid July 2012 and that details of the announcement would be provided in due course

RESOLVED – That the position in respect of the City Deal be noted.

9 Regional Growth Fund Round 3

The Chief Officer submitted a report updating Leaders on the progress made in developing and supporting applications for the third round of the Regional Growth Fund.

RESOLVED -

- (a) That the submission of the two LCR LEP Programmes as detailed in paragraph 4.1 of the report be endorsed.

- (b) That the Key Growth Clusters Programme offering both grants and loans depending on the requirements of each business be endorsed.

10 Growing Places Fund

The Chief Officer submitted a report providing an update on issues regarding the short listing of projects and the next steps for the first round of the LEP Growing Places Fund.

RESOLVED –

- (a) That the progress in delivering the LCR Growing Places Fund be noted.
- (b) That the Growing Places Fund shortlist to be circulated following consideration by the LEP Board on 24 May 2012 be endorsed.
- (c) That the LEP Task Group overseeing the activity identified in section 4 of the reports with the aim to progress projects to contract as soon as possible be supported.
- (d) That the nominee for the LEP Task Group be Councillor Alton.
- (e) To ask that the LEP and LCR HCA Board consider how housing projects can be best supported in future GPF rounds, in view of the benefits they bring to the LCR economy.

11 DATE AND TIME OF THE NEXT MEETING

The meeting was fixed for Thursday 19th July 2012 at 1.00pm in Leeds.

(Meeting subsequently rearranged for Thursday 26th July 2012 at 2.30pm in Leeds)

WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 14 JUNE 2012

PRESENT: Bradford

Councillor D Green
Councillor M Slater
Councillor V Slater
Councillor M Walls

Calderdale

Councillor T Swift
Councillor K Barret
Councillor C Winterburn

Kirklees

Councillor M Akhtar
Councillor A Pinnock

Leeds

Councillor R Grahame
Councillor P Harrand
Councillor N Taggart

Wakefield

Councillor T Dean
Councillor J Drysdale
Councillor C Hudson

The Chief Officer opened the meeting and invited nominations for the position of Chairman.

1. APPOINTMENT OF CHAIRMAN

Resolved – Councillor N Taggart was appointed Chairman of the West Yorkshire Joint Services Committee until the next Annual Meeting.

2. APPOINTMENT OF DEPUTY CHAIRMAN

Resolved – Councillor M Slater was appointed Deputy Chairman of the West Yorkshire Joint Services Committee until the next Annual Meeting.

3. APOLOGIES

Apologies were submitted on behalf of Councillors J Booth and M Khan and J Badger (Director of Finance).

4. SUBSTITUTES

No substitutes in attendance.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that the Chairmen of the Sub-Committees remain after the meeting to arrange dates and times for briefing meetings and asked the Members of the Governance and Audit Sub-Committee to also remain to discuss the schedule of meetings.

The Chairman invited new Members to take a tour of the building following the meeting.

The Chairman updated Members on The Ravensthorpe Community Heritage project which is currently running in Kirklees, working with local residents to share the memories and history of life and times in the local area, but the Chairman stressed that the project was relevant to all Members as it was "transferable". The culmination of the activities will see a two week archaeological excavation in the grounds of the local library, the Greenwood Centre, beginning on the 2nd July. Any Members wishing to attend were asked to contact Committee Services.

Members discussed the constitution of the Joint Services Committee and particularly in relation to the inclusion of Leaders who under the current arrangements form part of the main committee but not the sub-committees. Members views were discussed and whether Leaders should not be included in the constitution of the Joint Committee in future. Members agreed to revisit this subject in future following consultation with the Association of West Yorkshire Authorities.

6. MEMBERS DECLARATION OF INTEREST

Councillor R Graham declared a personal interest in Agenda item 13 pertaining to his Membership of the GMB.

7. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 15 March 2012 be signed as a correct record.

8. APPOINTMENT OF SUB-COMMITTEES, JOINT CONSULTATIVE COMMITTEE AND APPOINTMENTS AND APPEALS PANEL

The Committee considered the appointment of Sub-Committees and Members were updated on the manner in which each of the constituent District Councils was represented on the Joint Committee. It was proposed that the Archives, Archaeology and Trading Standards Sub-Committee comprises those Members not being Leaders of their respective councils.

Resolved - (1) That the Joint Services Committee establish an Archives, Archaeology and Trading Standards Sub-Committee to comprise those Members not being Leaders of their respective councils as follows: Councillors Akhtar, Barret, Booth, Dean, Drysdale, Grahame, Harrand, Hudson, Patel, Pinnock, M Slater, V Slater, Taggart, Walls and Winterburn.

(2) That Councillors, Barret, Grahame, Harrand, Hudson, Pinnock and Walls be appointed to serve on the Governance and Audit Sub-Committee.

(3) That Councillors, Akhtar, Booth, Drysdale, Grahame, M Slater, Taggart, Walls and Winterburn be appointed to serve on the Joint Consultative Committee.

(7) That Councillors Barret, Dean, Drysdale, Pinnock, M Slater, V Slater, Taggart, and Walls or their nominees, be appointed to serve on the Appointments and Appeals Panel.

Reason for the Decisions – To assist the efficient administration of the Committee.

9. APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN OF SUB-COMMITTEES

Resolved – (1) Councillor V Slater was appointed Chairman of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(2) Councillor J Booth was appointed Deputy Chairman of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(3) Councillor C Hudson was appointed Chairman of the Governance and Audit Sub-Committee until the next Annual Meeting.

(4) Councillor P Harrand was appointed Deputy Chairman of the Governance and Audit Sub-Committee until the next Annual Meeting.

10. SCHEDULE OF MEETINGS

Resolved – (1) That subject to canvassing availability for morning/afternoon preferences and an additional date, the Joint Services Committee and the Archives, Archaeology and Trading Standards Sub-Committee will meet on the following dates:-

Joint Services Committee

Thursday 19 July 2012	
Thursday 27 September 2012	(Statement of Accounts 2011/12)
Thursday 29 November 2012	(Budget 2013/14)
Thursday 31 January 2013	(Proposed Additional Meeting)
Thursday 21 March 2013	(Service Delivery Plan) (Moved forward)
Thursday 13 June 2013	(Annual Meeting)

Archives, Archaeology and Trading Standards Sub-Committee

Thursday 19 July 2012
Thursday 27 September 2012

Thursday 29 November 2012

Thursday 31 January 2013 (Proposed Additional Meeting)

Thursday 21 March 2012 (Moved forward to accommodate additional meeting)

(2) Members of the Governance and Audit Sub-Committee agreed they will meet on the following dates:-

Governance & Audit Sub-Committee

Thursday 12 July 2011

Thursday 13 September

Thursday 15 November

Thursday 7 March (Moved forward to accommodate additional meeting)

(3) That the schedule be subject to further consultation and amendment by the Chief Officer, with the agreement of the Chairman, if circumstances require.

Reason for the Decisions – To assist the efficient operation of the Committee and its Sub-Committees.

11. JOINT SERVICES COMMITTEE WORK PROGRAMME 2011/12

A report of the Chief Officer presented the Joint Services Committee Work Programme for 2012/13. The Divisional Manager (Resources) summarised the main reports that will be presented to Members during 2012/13.

Resolved – (1) Members noted the draft Committee Work programme for 2012/13 as appended to the report.

(2) Members requested that the Public Analyst reports to Members bi-annually.

Reason for the Decision – To ensure that Members have sufficient time allocated in the Committee meetings to consider reports that reflect the highest priority.

12. REVENUE BUDGET 2011/12 – OUT-TURN POSITION AND BUDGET MANAGEMENT ARRANGEMENTS 2012/13

A report of the Chief Officer gave details of the projected revenue out-turn position of the Joint Services for 2011/12. The report included information on each section and the Finance Manager reported that projected savings have been achieved. The Finance Manager drew attention to the current position regarding Archaeological Services and explained that the service had ended the year in deficit. Members were pleased to note that the deficit was a significant improvement on last year and that the section is continuing to contribute to core costs but hoped to see further improvements and a balanced budget in future. The Finance Manager summarised the general reserves position which was recognised as necessary and sufficient.

Resolved – (1) Members noted the report on the financial monitoring of the Joint Services.

(2) Members approved the timetable of monitoring reports as set out in paragraph 5.3.2 of the report.

Reasons for the Decisions – (1)To ensure Members are aware of the current financial out-turn position of the Joint Services Committee 2011/12 and the arrangements for monitoring and control of the Revenue Budget and Capital Programme in 2012/13.

(2) To ensure Members are aware of the financial pressures facing the service now and in the new financial year and the actions taken to minimise the impact of those pressures.

13. PERFORMANCE MONITORING 2011/12

A report of the Chief Officer informed Members of achievements against targets for the year ending 31 March 2012, as required in the terms of reference of the Sub-Committee. The Divisional Manager (Policy) summarised the report and the detailed appendices which included performance against targets for each service area together with an explanation of some of the key variances. The Divisional Manager confirmed that satisfaction levels in relation to Trading Standards Officers remain high and WYJS sickness statistics compare favourably with those of the districts. The Manager explained the complaints procedure which records every measure of dissatisfaction as a complaint in order to identify areas of improvement.

Resolved – (1) Members noted the report.

(2) Members agreed to continue to scrutinise the Services' targets and results to help ensure performance is maintained.

(3) Members agreed work should be undertaken in 2012 to ensure the Services' Key Priorities are fully aligned to those of the Districts in order that these can be incorporated in to the Services' Medium Term Plan 2012/2016.

Reason for the Decision – The Service Delivery Plan is prepared and approved by Members before the start of the financial year. It requires that Members receive regular reports of achievements against targets and other corporate issues.

14. PARTNERSHIP POLICY

A report of the Chief Officer updated Members on the revised Partnership Policy. The Chief Officer summarised the changes to the Policy which include a "fast-track" procedure for low value projects under £50k and confirmed the Policy had been approved by CMT. The Chief Officer drew Members' attention to Appendix three of the report which lists a number of partnerships WYJS is currently involved in and stressed that most projects are transferable and provide excellent value for money.

Resolved – (1) Members approved the revised Partnership Policy.

(2) Members noted the wide range of partner organisations and where possible will identify new partnership working opportunities.

IN PRIVATE

15. **ARCHIVE SERVICE ACCOMMODATION: THE REGISTRY OF DEEDS, WAKEFIELD (EXEMPT UNDER PARAGRAPH 3)**

Consideration was given to a report summarising the progress towards developing a new archive and heritage facility in Wakefield.

Resolved – (1) Members approved the submission of a Heritage Lottery Fund bid for a new facility in Wakefield.

(2) Members approved the funding allocation from Joint Services reserves to cover match funding for any development costs incurred in 2012/13, pending capital allocations for the Constituent Authorities.

Reason for the Decision – HLF needs assurance, before agreeing a round-one submission, that all major stakeholders are fully supportive of the proposals, and that match-funding arrangements are secure and in place.

16. The Chairman made a long service presentation to Mr M Attenborough who recently retired following the closure of Consumer Direct. His commitment to service was recognised and he was thanked on behalf of the Committee and Management.

17. The Chairman also made a presentation to Mr C Robinson who also retired following the closure of Consumer Direct. Mr Robinson was the former Unison Steward for Joint Services and he was thanked for all the work he has done with staff and management to resolve issues over his many years service and he was presented with a framed print from the Archive Service relating to the formation of the Independent Labour Party.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.