



SCRUTINY BOARD (HOUSING AND REGENERATION)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 25th March, 2014 at 10.00 am

(A pre-meeting will take place for ALL Members of the Board at 9.30 am)

MEMBERSHIP

Councillors

B Atha Kirkstall;
D Collins Horsforth;
J Cummins Temple Newsam;
P Grahame Cross Gates and
Whinmoor;
M Iqbal City and Hunslet;
S Lay Otley and Yeadon;
V Morgan Killingbeck and Seacroft;
D Nagle Rothwell;
J Procter (Chair) Wetherby;
C Towler Hyde Park and
Woodhouse;
G Wilkinson Wetherby;

Please note: Certain or all items on this agenda may be recorded

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items have been identified on the agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 25 FEBRUARY 2014</p> <p>To confirm as a correct record the minutes of the meeting held on 25 February 2014</p>	1 - 6
7			<p>UPDATE REPORT ON SCHEMES PROVIDING KITCHEN APPLIANCES TO TENANTS</p> <p>To consider an update report on developing a scheme that would provide cookers to tenants in need</p>	7 - 12
8			<p>LOCAL LETTINGS POLICIES</p> <p>To consider a report on the impact of local lettings policies and housing swap schemes</p>	13 - 24
9			<p>PERMITTED DEVELOPMENT CHANGES TO HOUSE EXTENSIONS AND OFFICE TO RESIDENTIAL</p> <p>To consider a report on the impact and policy implications for Leeds of the changes in permitted development rights</p>	25 - 36

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>QUARTER 3 PERFORMANCE REPORT</p> <p>To consider a report on quarter 3 performance for services within the Board's portfolio</p>	37 - 46
11			<p>PROGRESS IN DELIVERING HOUSING ON COUNCIL BROWNFIELD LAND</p> <p>To consider a monitoring report updated to show progress since the last meeting</p>	47 - 48
12			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the remainder of the municipal year</p>	49 - 76
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 29 April at 10.00am (pre-meeting for all Board Members at 9.30am)</p>	

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			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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Agenda Item 6

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH FEBRUARY, 2014

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, D Collins, J Cummins,
P Grahame, M Iqbal, V Morgan, D Nagle,
C Towler and G Wilkinson

81 Late Items

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

- Agenda item 7, East Leeds Extension and East Leeds Orbital Road – Indicative Programme for the East Leeds Orbital Road (Minute No. 85 refers)
- Agenda item 8, Progress in delivering housing on Council brownfield land (Minute No. 86 refers)
- Agenda item 9, Leeds City Council Input to Leeds City Region Strategic Economic Plan – Report to be considered by Executive Board on 5 March 2014 (Minute No. 87 refers)
- Agenda item 14, Work Schedule – Executive Board minutes of 14 February 2014 (Minute No. 92 refers)

The above documents were not available at the time of agenda despatch, but were subsequently made available on the Council's website.

82 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however in relation to agenda item 10 entitled, 'Leeds City Council's response to the House of Commons Communities and Local Government Committee investigation – The Private Rented Sector – First Report of Session 2013-14' and agenda item 11 entitled, 'Recommendation Tracking – Affordable Housing by Private Developers – the role of institutional investors', Councillor M Iqbal drew the Scrutiny Board's attention to his role as a private sector landlord. (Minute nos. 88 and 89 refer)

83 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor S Lay.

84 Minutes - 4 February 2014

RESOLVED – That the minutes of the joint meeting and the ordinary meeting held on 4 February 2014 be approved as a correct record.

Draft minutes to be approved at the meeting
to be held on Tuesday, 25th March, 2014

85 East Leeds Extension and East Leeds Orbital Road

The Director of City Development submitted a report which provided an update in response to queries raised by the Scrutiny Board at its meeting on 7 January 2014 in relation to the East Leeds Extension and East Leeds Orbital Road.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services
- Andrew Hall, Head of Transport Policy, City Development
- Phil Crabtree, Chief Planning Officer, City Development
- Adam Brannen, Programme Manager (East and South Leeds), City Development.

The key areas of discussion were:

- The potential for speeding up delivery of the East Leeds Orbital Road.
- Confirmation that the tasks identified in gateway 1 of the programme were on target to be completed.
- Discussions taking place with developers to ensure a suitable mix of quality housing types.
- The need to identify opportunities within the programme where 'timesavers' could be achieved.
- A request to provide an alternative programme in the event of more favourable conditions.
- In addition, a request to provide the more detailed timetable and decision milestones in relation to the 3 road sections.
- Confirmation that the fee to Mouchel to advise on feasibility and to undertake work on behalf of the Council up to stage 1 was £200k.
- A need to ensure that S106 monies were spent directly on the affected Wards. Members were advised that the overall package would be reported to a future meeting of City Plans Panel, following Ward Member consultation.
- Challenges associated with government planning framework in relation to affordable housing.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That the information outlined above be submitted to Members.

86 Progress in delivering housing on Council Brownfield Land

The Director of City Development submitted a report which provided an update in response to queries raised by the Scrutiny Board at its meeting on 4 February 2014 in relation to the Council's Brownfield Land Programme.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services
- Adam Brannen, Programme Manager (East and South Leeds), City Development.

The main areas of discussion were:

- Clarification about ownership and title issues associated with some of the sites on the schedule.
- Confirmation that the Council utilised its own property services team to market sites. Auctions were used in some cases, e.g. to market smaller sites.
- Suggestion that the method of disposal be added to the schedule.
- Circulation of the schedule to all councillors for information.

The Board recommended the adoption of a model for the future based on a partnership between the council and housebuilders taking a shared risk approach to provide new housing on brownfield land.

RESOLVED –

- (a) That the contents of the report be noted
- (b) That the schedule be amended to reflect the comments outlined above.
- (c) That the Director of City Development be recommended to adopt a model for the future based on a partnership between the council and housebuilders taking a shared risk approach to provide new housing on brownfield land.

87 Strategic Economic Plan

The Head of Scrutiny and Member Development submitted a report which presented an update on the preparation of the Council's final submission to the Leeds City Region Strategic Economic Plan.

The following information was appended to the report:

- Draft comments and recommendations to Executive Board arising from the joint meeting of Scrutiny Board (Housing and Regeneration) and (Sustainable Economy and Culture) on 4 February 2014.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services
- Tom Bridges, Chief Economic Development Officer, City Development.

Members briefly discussed the types of projects that had been proposed. The Scrutiny Board was informed that detailed project pro formas were in the

process of being appraised by the Leeds City Region Team. A Government decision on the allocation of funding was expected in July 2014. One Member queried whether details of the full plan and supporting projects could be provided to Members. The Chief Economic Development Officer undertook to provide the Scrutiny Board with information on how to obtain copies, once the final plan was submitted.

RESOLVED –

- (a) That the progress made in preparing the Council's submission to the Leeds City Region Strategic Economic Plan, be noted
- (b) That details of how to obtain copies of the full plan submission be provided to the Scrutiny Board.

88 Leeds City Council's response to House of Commons Communities and Local Government Committee investigation - The Private Rented Sector - First Report of Session 2013-14

The Director of Environment and Neighbourhoods submitted a report which provided an update on the Council's response to the House of Commons Communities and Local Government Committee's report 'The Private Rented Sector First Report of Session 2013-14' published on 18 July 2013.

The following were in attendance:

- Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services
- Liz Cook, Chief Housing Officer, Environment and Housing
- Mark Ireland, Service Manager (Area Renewal), Environment and Housing
- Mike Brook, Service Manager (Private Sector Housing), Environment and Housing
- Maggie Gjessing, Housing Investment Manager, City Development.

The main areas of discussion were:

- Notification that the government had very recently issued a new consultation document on the private rented sector, a copy of which would be provided to Board members.
- Confirmation that there was no requirement on landlords to be members of a particular body or association. Landlords were governed by regulations outlined in the Housing Act and through the Council's licensing arrangements.
- Good practice undertaken with landlord associations.
- Confirmation that the Council had powers to issue improvement notices and prohibition orders where appropriate.
- Issues associated with vacant properties.
- Joint work undertaken with other agencies, particularly the Fire Service.
- Establishment of the Private Sector Forum.

- A suggestion that insurers be encouraged to require landlords to be part of a local accreditation scheme as a condition of insurance, as a way of driving up standards. It was agreed that this proposal would be included in the council's response to the government consultation document.

RESOLVED – That the Council's response to the House of Commons Communities and Local Government Committee's report 'The Private Rented Sector First Report of Session 2013-14' published on 18 July 2013, be noted.

(Councillor M Iqbal withdrew from the meeting at 11.40am during the consideration of this item.)

89 Recommendation Tracking - Affordable Housing by Private Developers - the role of institutional investors

The Director of City Development and Director of Environment and Housing submitted a report which set out responses to the recommendations in relation to Affordable Housing by Private Developers – the role of institutional investors.

The following were in attendance:

- Liz Cook, Chief Housing Officer, Environment and Housing
- Maggie Gjessing, Housing Investment Manager, City Development.

RESOLVED – That the contents of the report be noted and that the Board continue to monitor progress against these recommendations.

90 Checks Carried out on Prospective Council Tenants

The Chief Officer (Housing Management), Housing Leeds, submitted a report which provided an overview of the 'suitability' process that was applied to applicants for council accommodation.

The following were in attendance:

- Simon Costigan, Chief Officer (Housing Management).

RESOLVED – That the contents of the report be noted.

91 Annual Tenancy Visits - Outcomes

The Chief Officer (Housing Management), Housing Leeds, submitted a report which provided an update on the outcomes identified from the completed Annual Tenancy Visits.

The following were in attendance:

- Simon Costigan, Chief Officer (Housing Management).

The following information was appended to the report:

- Annual Tenancy Verification Form (amended version)
- Breakdown of performance on completed visits
- Evaluation of outcomes on key areas.

There was an acknowledgement that the data contained within the appendices would become more robust over time.

RESOLVED – That the contents of the report be noted.

(Councillor D Nagle withdrew from the meeting at 12.23pm during the consideration of this item.)

92 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's latest work schedule for the forthcoming municipal year.

Appended to the report was the current version of the Board's work programme.

RESOLVED – That the work schedule be approved.

93 Date and Time of Next Meeting

Tuesday, 25 March 2014 at 10.00am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 12.25pm.)

Report of Director of Environment and Housing

Report to Scrutiny Board (Housing and Regeneration)

Date: 25th March 2014

Subject: Update report on schemes providing kitchen appliances to tenants

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. At the Scrutiny Board meeting on 7 January 2014, the Board requested a further report outlining opportunities to develop links with re-use organisations within the city who currently provide kitchen appliances including cookers and fridges to tenants in need.
2. There are schemes operating in Leeds to enable vulnerable and low income households to access basic household goods and appliances. In April 2013, the Council launched a Local Welfare Support Scheme to provide support for families and vulnerable people faced with unforeseen difficulties and emergency situations. This includes the provision of kitchen appliances where the applicant fulfils the eligibility criteria.
3. The Council has existing relationships with furniture re-use organisations and supports the growth of furniture re-use schemes in Leeds to ensure opportunities to re-use furniture and household goods are maximised.

Recommendations

4. Scrutiny Board is requested to:
 - note the content of this report;
 - acknowledge the procedures in place to identify and refer tenants in need through the appropriate pathways; and
 - recognise the potential to maximise re-use opportunities through council house voids.

1 Purpose of this report

1.1 The purpose of this report is to:

- Provide Scrutiny Board with background information on the range of furniture re-use organisations in Leeds;
- Outline how tenants in need are identified and signposted; and
- Identify potential to further develop links with re-use organisations in order to maximise re-use opportunities through council house voids.

1.2 The report also identifies some opportunities to provide additional support or added value to furniture re-use organisations.

2 Background information

2.1 At the September Scrutiny Board meeting, the Board felt that provision of fridges and cookers would have a direct and positive impact on the health and wellbeing of the household.

2.2 The Council is keen to tackle poverty and deprivation in the city and develop new solutions and integrated approaches in order to mitigate the challenges of deprivation and poverty.

3 Main issues

3.1 Background information on furniture re-use organisations

3.2 There are currently seven furniture re-use organisations that form the membership of the Leeds Furniture Re-use Group, who work closely with Waste Management Services in Leeds. These are:

- St Judes Furniture Store
- Leeds and Moortown Furniture Store
- Emmaus Leeds
- SLATE
- Sydney Bridge
- Safe Haven
- Revive Leeds

3.3 These organisations operate slightly differently. All of them accept donations of furniture and some also take electrical items including white goods, clothing, bedding and bric-a-brac. For the organisations that accept electrical goods, Leeds City Council obtained funding to train their operatives in portable appliance testing (PAT) so all electrical equipment can be tested before being distributed. In addition to this, with the exception of Revive Leeds, the Council also pays these organisations re-cycling credits at £77.80 per tonne for furniture items re-used within the Leeds district. The recycling credit paid is equivalent to the avoided cost (landfill tax and the gate fee £/tonne) of disposing of the waste to landfill. In 2012-

13, £43,300 of recycling credits was paid to the re-use groups for the re-use of 600 tonnes of furniture.

- 3.4 Leeds City Council has a longstanding relationship with St Judes Furniture Store (a project of the St Vincent de Paul charity) and Leeds and Moortown Furniture Store. Both of these charities receive annual grant funding from the Council of £72K as well as provision of two vehicles each for the collection, transportation and delivery of furniture items to households in need referred to them by staff in housing, adult social care and children's services, and a wide range of social agencies.
- 3.5 Leeds and Moortown Furniture Store accepts household furniture as well as bedding, crockery and pans but not electrical items. They accept referrals from approved agencies including council staff and re-donate all their furniture items to socially and economically disadvantaged people at no cost to the recipient other than a £10 delivery charge. From April-December in 2013-14, they have provided 3646 items to 652 referrals, with an average of six items per referral, with an estimated value of £215 for a single person, or £345 for a couple/family. They have experienced a 23% increase in the number of referral requests in 2013-14. Leeds and Moortown also has a trading arm which operates as a social enterprise providing the whole range of new household goods including kitchen appliances at competitive prices. They are a supplier under the Local Welfare Support Scheme. The Council has also funded furniture packs from the trading arm of Leeds and Moortown Furniture Store from the Homeless Prevention Fund to help households setting up a new home. For 2011-12 and 2012-13, this amounted to roughly £30K per annum.
- 3.6 In addition to donations of furniture, St Judes Furniture Store also accepts the full range of electrical items. As part of the funding agreement with the Council, they provide the equivalent of £500 worth of re-use electrical items each month to council tenants through supported referrals from staff within housing, adult social care and children's services. These items are provided free of charge and £500 equates to between six and nine electrical items; mainly fridges or fridge freezers but also cookers and washing machines. Between April and December 2013, St Judes provided 64 electrical items in this way; 39 fridges or fridge freezers, 4 electric cookers and 21 washing machines or tumble dryers. St Judes also provides furniture packs (beds, table and chairs, sofa, wardrobe, drawers) free of charge by way of referrals from partner agencies. So far this financial year, St Judes have accepted 816 referrals from council staff resulting in 5,158 items of furniture being delivered; an average of six items and a financial equivalent of at least £330 per referral. St Judes also operates a network of 9 charity shops across Leeds that raise funds for the work of the St Vincent de Paul charity.
- 3.7 Based on statistics, St Judes received a total of 803 referrals in 2012 from April to December. For the same period in 2013, 1191 referrals were made, representing an increase of over 48%. This illustrates a significant increase in need across the city throughout this financial year.
- 3.8 St Judes is currently the only furniture re-use organisation in Leeds that has a workshop and the expertise to repair equipment to maximise re-use potential. In light of this, Leeds City Council's Waste Electrical Appliances Contractor,

Weelink, has recently sub-contracted St Judes to collect large domestic appliances (cookers, fridges, freezers, washing machines, tumble dryers, hoovers and microwaves) from the Council's eight waste recycling sites across the city to repair if necessary and re-use within the Leeds area. In December 2013, St Judes collected 394 electrical items from the recycling sites and re-used 173 items, which equates to a 43% re-use rate. Of the 173 re-used items, the vast majority were televisions and monitors (122 which equates to 70%); only 9 fridge and fridge freezers out of 23 collected were able to be re-used and the one cooker received was not re-usable.

- 3.9 In addition to the above, St Judes also provide low cost re-used kitchen appliances to referred households. On average a cooker or fridge freezer would be sold for £65 if a household is referred through one of the partner agencies.
- 3.10 Identifying tenants in need
- 3.11 As part of the council tenancy allocations and sign-up procedure, prospective council tenants are asked about access to furnishings, including white goods. Where a need is established they are signposted to re-use organisations or the Local Welfare Support Scheme as appropriate. This is currently managed slightly differently across the city, and as part of the re-design of housing services, officers in Housing Leeds are working to standardise the approach to make sure all need is identified during the offer and sign up process and a consistent referral procedure is applied citywide.
- 3.12 In relation to existing council tenants, Housing Leeds has already made amendments to the annual Tenancy Verification visit form. A question has been added on Health and Wellbeing in order to establish if a tenant has cooking facilities. Referrals to re-use organisations or the Local Welfare Support Scheme will be made where need is identified.
- 3.13 Through the Local Welfare Support Scheme, the Council seeks to assist vulnerable people to meet their immediate short term needs or where they require assistance to maintain their independence within the community. The scheme focuses on providing goods instead of cash and eligible recipients will have some of their basic household items met at no cost. Up to the end of January, 1069 cookers, 24 microwaves and 888 fridges have been provided under this scheme. This indicates that there is clear need across the city for household goods and in particular kitchen appliances.
- 3.14 Maximising re-use potential through council house voids
- 3.15 Through its repairs and maintenance contractors, Environment and Housing is keen to ensure that opportunities to re-use furniture and electrical appliances left in a vacated council properties are identified and maximised.
- 3.16 Some research was carried out in 2012 which shows there is definitely potential to further develop links with furniture re-use organisation through our contractors to maximise opportunities to re-use items left in council void properties.

- 3.17 A survey of 58 properties going through the void process in early 2012 suggested that 50% have items left in them by the outgoing tenant. This led to further research by housing officers and, between April and June 2012, the contents of 438 void properties were recorded. This showed that 1001 items with potential for re-use had been left behind by the former tenant. Of these items 113 were white goods – cookers, fridge freezers and washing machines. In a typical year in the region of 4600 Council properties become vacant and therefore as many as 1200 white goods could be being left behind by outgoing tenants.
- 3.18 Through this research, 20 gas cookers were left in void properties. Currently none of the seven furniture re-use organisations accept gas appliances as they do not have the skills to test and install them. Officers in Housing Leeds and Waste Management Services are currently working in collaboration with the existing repairs and maintenance contractors and furniture re-use organisations to increase re-use opportunities in relation to void properties.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The initial Local Welfare Support Scheme was developed in consultation with frontline services and advice agencies and has been revised in response to feedback from service users and elected members. The proposed scheme for 2014/15 is substantially unchanged from the 2013/14 scheme and no further consultations required.
- 4.1.2 New and existing tenants in need will be signposted to appropriate schemes through the tenancy sign-up procedures and annual tenancy visits.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An equality impact assessment is not relevant at this stage as the report is primarily an information report.
- 4.2.2 Existing schemes focus on people in need irrespective of ethnicity, religion, sexuality, gender or disability.

4.3 Council policies and City Priorities

- 4.3.1 The report deals with the issues of tackling debt, poverty and deprivation in the city which are key priorities for the City and contributes to a number of the city priorities and the identified poverty-related actions – i.e. the Sustainable Economy and Culture Plan, the Health and Well Being Plan and the Children and Young People Plan (through the Child Poverty Strategy).
- 4.3.2 The Local Welfare Support Scheme and furniture re-use organisations contribute to the Council's City Priorities, particularly the anti-poverty agenda. They offer an alternative to high interest providers and help to tackle high cost lending, child poverty and debt.
- 4.3.3 Furniture re-use organisations also contribute to the best council priorities by increasing recycling and reducing landfill tax costs.

4.4 Resources and value for money

4.4.1 There are no identified resource implications associated with the issues under consideration.

4.4.2 Maximising re-use opportunities will reduce landfill tax costs.

4.5 Legal Implications, Access to Information and Call In

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

4.1.1 This report is not eligible for call in.

4.6 Risk Management

4.6.1 There are no identified risks associated with the issues under consideration.

5 Conclusions

5.1 Through the Local Welfare Support Scheme and furniture re-use organisations vulnerable and low income households are supported to access basic household goods and appliances at little or no cost to the recipient. These schemes enable tenants to avoid the risk of debt by providing an alternative to the high interest high street providers.

5.2 There is clear evidence of need based on the research outlined in this report as well as statistics provided by the furniture re-use organisations on the number of referrals they receive each year.

5.3 Through collaborative working with existing repairs and maintenance contractors and furniture re-use organisations, officers in Housing Leeds and Waste Management Services are committed to maximising re-use opportunities in relation to void properties.

6 Recommendations

6.1 Scrutiny Board is requested to:

- note the content of this report;
- acknowledge the procedures in place to identify and refer tenants in need through the appropriate pathways; and
- recognise the potential to maximise re-use opportunities through council house voids.

7 Background documents¹

7.1 None

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

Report of Chief Officer, Strategic Housing

Report to Scrutiny Board (Housing and Regeneration)

Date: Tuesday 25 March 2014

Subject: Local Lettings Policies

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 checked="" type="checkbox"/> Yes <input 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. A significant proportion of the 5,000 council homes let each year are allocated under local lettings policies (LLPs) which give preference for lettings to certain customer groups.
2. The use of LLPs gives the council the flexibility to deliver a lettings service which is responsive to local needs. The use of LLPs can be positive but also bring challenges.
3. The current LLPs need to be reviewed to ensure they meet their stated objectives and remain fit for purpose.
4. The council operates a mutual exchange scheme which allows council and housing association tenants to 'swap' their homes.

Recommendations

5. Scrutiny Board note the contents of the report and the success of the council's mutual exchange strategy.
6. That the Chief Officer, Housing Management reviews the current local lettings policies by October 2014 to ensure they meet their stated objectives, following the process outlined in section 3.24.

1 Purpose of this report

- 1.1 The purpose of this report is to provide Scrutiny Board with an overview of the different types of local lettings policies (LLPs) in operation in Leeds and an evaluation of their effectiveness
- 1.2 It outlines the proposed framework and timetable for the council's review of LLPs in 2014.
- 1.3 The report provides information on the council's mutual exchange scheme which allows tenants to 'swap' homes with other council and housing association tenants.

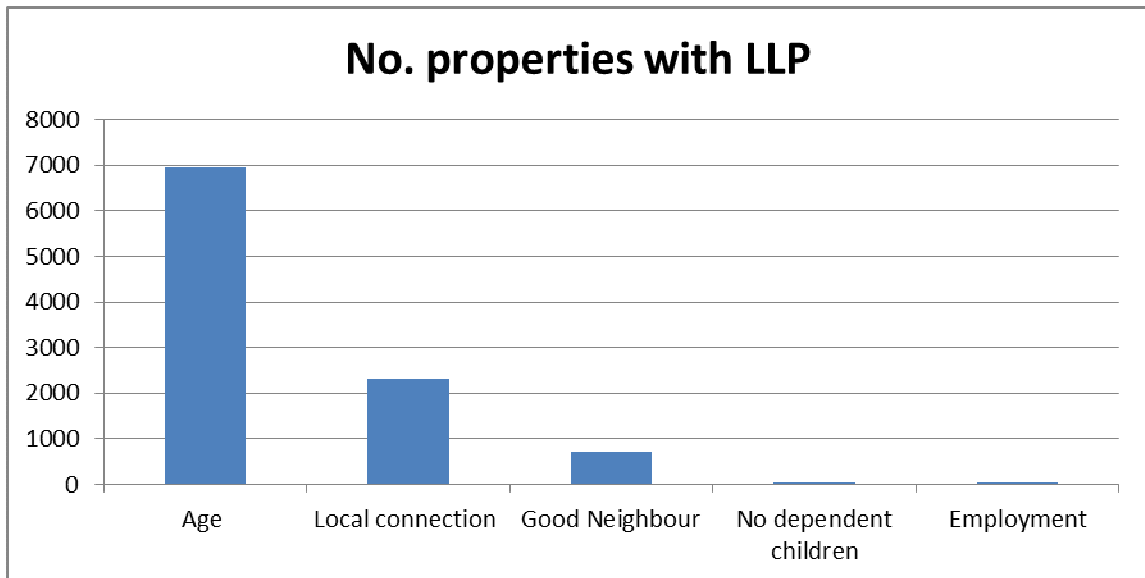
2 Background information

2.1 Local lettings policies (LLPs)

- 2.2 The council's lettings policy provides the overall framework for lettings of council properties. Approximately 5,000 of the council's 57,000 homes are let each year. The majority of properties are let based on the customer's housing need or waiting time. In 19% of lettings a LLP is applied.
- 2.3 The use of LLPs allows the council to respond to local needs and have a localised approach to the management of specific property types. LLPs give preference for offers of accommodation to defined groups of customers, for example, on the basis of their age, employment status or local connection to an area.
- 2.4 The use of LLPs in Leeds was formalised in 2003. Prior to this LLPs were operated as 'custom and practice'. LLPs are not evenly distributed across the city because historically each of the former ALMOs adopted a localised approach. This has resulted in concentrations of LLPs in certain areas, which will be considered as part of the review process.
- 2.5 LLPs are reviewed regularly to ensure they meet their stated aims, and are approved through the delegated decision process.
- 2.6 The council manages 4,300 sheltered properties which are let primarily to customers aged 60 years old and over. Preference for the council's 1,300 non-sheltered bungalows is given to customers age 60 and over, and customers who require level access accommodation. The age preferences are applied by reference to the design and purpose of these types of accommodation; younger customers who require the services or facilities are eligible for them. These are not treated as local lettings policies and are outside the scope of this report.
- 2.7 Housing Leeds consider the needs of disabled customers who do not meet the requirements of an LLP on a case-by-case basis.
- 2.8 New customers may take over a tenancy without meeting the LLP criteria because LLPs only apply to lettings made through the housing waiting list, not to

mutual exchanges, successions or assignments. In addition, tenants' circumstances may change, for example, where an existing tenant living in a high rise flat has a baby.

2.9 There are 9,885 council properties with a LLP in place (some properties have two LLP criteria, for example, Wortley Heights has a Good Neighbour and 35+ LLP). A breakdown by LLP type is shown in the table below:



2.10 The council's lettings policy seeks to balance the needs of customers on the housing waiting list with a responsive localised housing management service. The majority of council homes are let to customers with an assessed housing need, including people with medical needs, living in overcrowded housing conditions or insecure housing. Housing Leeds delivers a more intensive management service designed to meet the needs of tenants with complex needs.

2.11 In January 2011 the council introduced a quota allowing up to 25% properties to be advertised based on waiting time on the housing register with a connection to the local Ward. This change in the policy was intended to promote sustainable communities by ensuring a proportion of lettings were made to customers who do not fall within the statutory definition of housing need but who still need to move to or remain in their locality.

2.12 The overall number of households on the Leeds housing waiting list has reduced over recent years from 28,559 at end March 2010 to 24,485 at the end of December 2013.

Younger customers on the waiting list are more likely to be in a priority band than other customers. 33% of 16/17 year olds are in priority, 21% of 18/25 year olds are in priority and out of the remainder of age groups there is a 15% priority.

2.13 **Mutual exchanges**

- 2.14 Mutual exchange offers council tenants the opportunity to exchange their homes with other secure tenants or assured tenants of housing associations. Only properties with a tenant in occupation can be exchanged. Empty properties are let in accordance with the council's lettings policy.
- 2.15 As a result of proactive publicity and an incentive the number of exchanges increased from 514 in 2012 to a projected 648 for 2013. Housing Leeds is actively promoting exchanges through publicity and tenant 'swap shops'. A move through an exchange can resolve under occupation or overcrowding quickly without the tenant being in a priority band on the housing waiting list. When an exchange takes place neither property goes into void, meaning there is no loss of rent or council tax liability. The costs of moves through mutual exchanges are significantly less than for properties let through the waiting list. The council is developing a citywide strategy to promote exchanges between council and Registered Provider tenants.

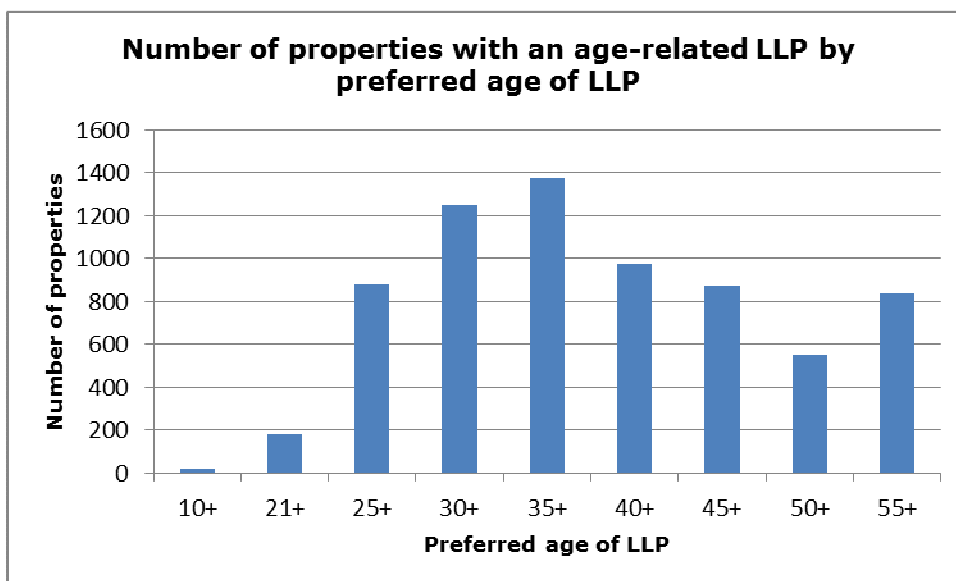
3 Main issues

3.1 The LLPs operating in Leeds are set out below.

3.2 Age-related LLPs

3.3 These give preference to customers above a certain age and apply mainly to 1 and 2 bedroom flats. The age ranges vary from 21+ to 55+. 6,947 properties have age-related LLPs, of which 1,406 have additional restrictions on rehousing customers with dependent children.

3.4 Age related LLPs aim to minimise lifestyle clashes between customers of different age groups in areas of high density housing such as high rise flats. Previous reviews have shown that age related LLPs are popular with existing tenants. They are easy to understand and can minimise the lifestyle clashes. It has to be noted that there are many well behaved younger tenants and incidents of anti-social behaviour carried out by older tenants.



(The LLPs with '10+' refer to restrictions on rehousing households with dependent children aged under 10 years old).

3.5 Age-related preference LLPs allow shortlisting to be based on the age outlined in the LLP, eg 45 years+, but if no suitable customer is found, preference is normally given over 5 year intervals, eg from 40 – 45 years old, 35 – 40 etc until the shortlist is completely exhausted.

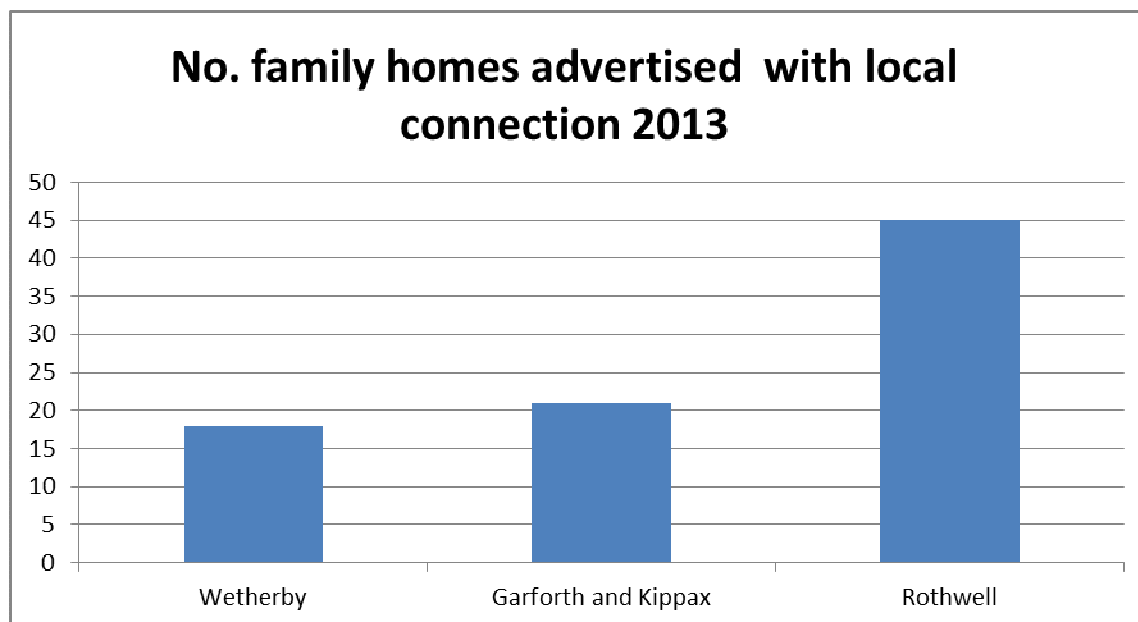
3.6 Local Connection LLPs

3.7 These give preference to customers with a local connection to the specific area of Leeds. The LLPs operate so that a customer with a local connection would receive an offer of accommodation ahead of another customer within the same priority band without a connection.

3.8 A customer can establish a local connection through residence, employment or family association.

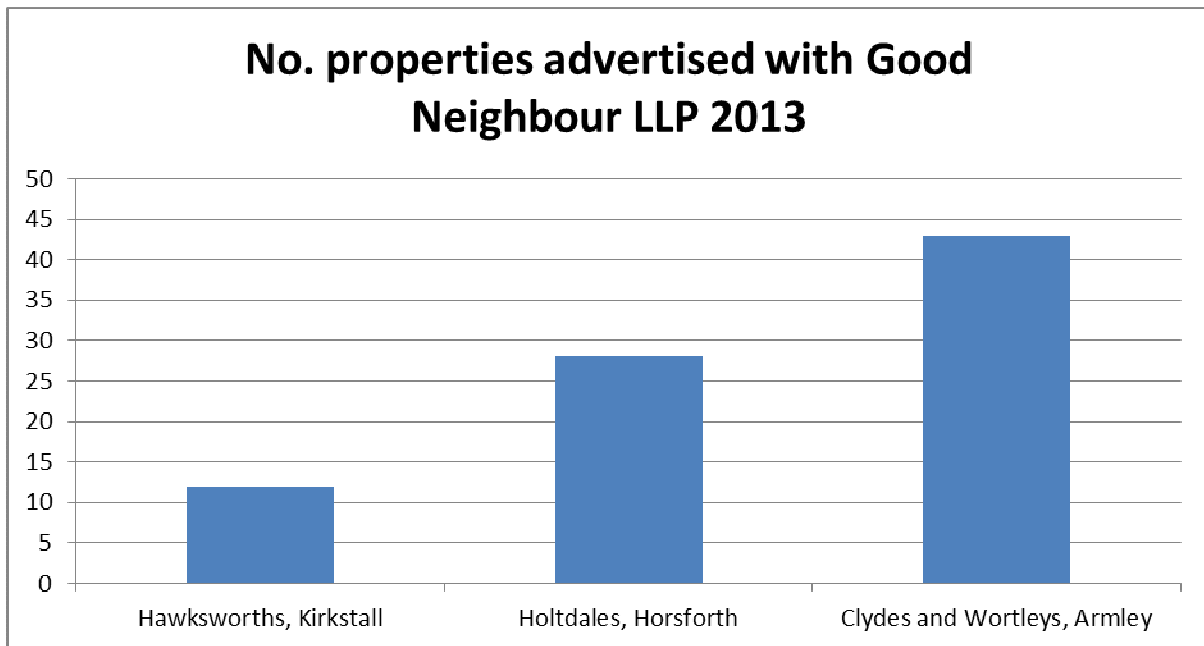
3.9 They apply to 2,317 family homes with 2 or more bedrooms in outlying areas of Leeds, and cover all family accommodation in Wetherby, Garforth and Kippax and 50% family homes in Rothwell.

3.10 These are areas of high demand where the council has a very limited number of family houses with a low turnover, and where affordability is an issue. The following table shows the number of family properties advertised in 2013 under a local connection LLP, illustrating how low turnover of these property types is.



3.11 Good neighbour LLPs

- 3.12 These LLPs give preference to customers without a record of housing-related antisocial or criminal behaviour. These apply in four areas of the city where there have been on-going issues relating to ASB and cover 1 and 2 bedroom flats.
- 3.13 The Good Neighbour LLPs have been piloted in conjunction with Leeds Anti Social Behaviour Team (LASBT) and local policing teams. There are 719 properties with a Good Neighbour LLP in the city. One block with a Good Neighbour LLP also has an age preference of 35+.
- 3.14 These LLPs operate in areas where the council and neighbourhood policing teams are working closely together to address ASB, including formal data sharing protocols. These stipulate the timescales to deal with requests for information on prospective tenants. The areas are identified as having high reports of ASB, higher than average tenancy turnover and low demand.
- 3.15 The first Good Neighbour LLPs were introduced in North West Leeds in 2012. Initial monitoring has shown that while there has been no overall reduction in the total number of enquiries to LASBT since the LLP was introduced, there have been shifts in the types of enquiry, with a reduction in nuisance and rowdy behaviour and race hate crime.
- 3.16 The majority of ASB cases in the North West relate to established residents rather than new, including grown up children who live in the parental home. The perception of locally based housing officers is that the reduction in cases of nuisance / rowdy behaviour has been very positive in relation to perceptions of the area.
- 3.17 The LLP operates as part of an overall package in tackling ASB, and the fact that the overall number of enquiries has remained stable may reflect greater confidence in the joint working approach with the police, housing and community safety with people feeling their reports will be taken seriously and acted on.



3.18 **Restrictions on dependent children**

3.19 In the absence of an approved LLP, lettings are made in accordance with the council's lettings policy, which contains no restrictions on rehousing customers with dependent children in 2 or 3 bedroom high rise properties.

3.20 The Council would not insist a family with children move to a high rise flat, but recognises that this may be a choice preferable to living in overcrowded and unsatisfactory living conditions while they wait for a house to become available. However, the age related LLPs restrict choice of younger adults which may result in higher concentrations of younger and potentially more transient groups in areas of the City without age LLPs.

3.21 The council does generally offer 2 bedroom flats to customers with part time access to children under 16. There are 21 properties in Leeds with only a restriction on children LLP, in addition to the properties which also have age restrictions.

3.22 **Employment LLPs**

3.23 These give preference to customers in employment. There are 12 of these in the Belle Isle area which apply to 1 bedroom low rise flats.

3.24 This LLP was introduced in a block previously used for young person's supported housing to assist low paid workers find affordable accommodation in the Belle Isle area. Only 1 of the properties became available to let in 2013.

3.25 **Review of LLPs**

3.26 LLPs are intended to address specific issues and are reviewed regularly to ensure they meet their stated aims. As part of the review the council will consider a range of indicators and will consult with tenants to obtain feedback.

3.27 Housing Management review the LLPs to ensure their objectives are met, including reference to:

- evidence for the continuation of the LLP, including details of any antisocial behaviour complaints, tenancy turnover rates etc
- the justification and proportionality of the LLP,
- consultation undertaken with customers and other stakeholders
- performance information on lettings of LLP properties, including demand
- any measures to mitigate potential adverse effects of the LLP
- equality impacts

3.28 In preparation for the 2014 review the council has identified the following issues:

Strengths	Weaknesses
<ul style="list-style-type: none"> • LLPs popular with current tenants and members, improve confidence and sustainability in area • LLPs promote choice of tenants to live in similar age groups and reduce lifestyle clashes • LLPs which link to Best Council objectives eg employment • Good neighbour LLP is risk-based • LLPs operate in conjunction with other initiatives, eg Tenant 'meet and greet' schemes, local policing programmes, estate clean ups etc and promote community confidence in the area 	<ul style="list-style-type: none"> • Age LLPs may not take account of an individual customer's behaviour • Potential knock on effects in non-LLP areas eg higher concentration of younger people displaced from areas with LLP • Good neighbour LLPs may increase void time due to checks being undertaken • Poor utilisation of housing stock to assist customers in housing need • Restrictions reduce customer choice eg children at height
Opportunities	Threats
<ul style="list-style-type: none"> • Marketing properties to new customer groups • Reward to good tenants for offers of council accommodation including new builds • Links to investment in high rise properties 	<ul style="list-style-type: none"> • Reduced demand for certain property types due to Housing Benefit changes • May lead to longer void times and loss of rental income • Potential for challenge under Equality Act of LLPs which stereotype customer's behaviour and lifestyle based on age

3.29 In order to respond effectively to the challenges outlined above, the review will consider alternative options based on good practice in other areas, including:

- Rationalisation of age bands to reduce the variation across the city, by introducing set age bands, ie 20+ or 40+

- Introducing pre-tenancy training for customers age 16 and 17 years old
- Expanding the use of evidence based Good Neighbour LLPs to address ASB
- Introducing risk based lettings for certain property types, based on previous behaviour
- Review the use of Introductory Tenancy extensions and Secure Tenancy demotions.

3.30 The 2014 review will commence in April 2014. Performance information will be provided to Housing Leeds who will then undertake the review in line with the timetable below:

Dates	Tasks	Lead
April 2014	Data cleansing and performance information	Housing Policy Team
April - June	Member briefings - to lead member and political groups Consultation with tenants, residents, customers, ward members and housing associations etc Talking Point consultation	HPT / Housing Leeds / BITMO
July	Consultation responses collated and final LLPs drafted for approval	HPT / Housing Leeds / BITMO
August / Sept	HAB / BITMO Board approval (dates to be confirmed)	Director, E&H
September	E&H approval through Delegated Decision (date to be confirmed)	Director, E&H
September / October	Publicity and implementation	HPT / Housing Leeds / BITMO

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Tenants are consulted prior to the introduction of a LLP, as well as customers on the housing waiting list, partners including Registered Providers, Supported Housing providers and local Ward members.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The council undertakes an equality impact assessment prior to the introduction of a LLP and during the review process. The main positive impacts are for older people who are given preference for lettings under age related LLPs, and for families who need to move to or remain in an area they have a connection with where a local connection LLP operates.
- 4.2.2 The main negative impact of LLPs is on younger tenants who do not meet the age criteria whose choice over rehousing is restricted.

4.3 Council policies and City Priorities

4.3.1 The review of LLPs links to the best council outcomes of:

- Improving the quality of life for residents, particularly those who are vulnerable or in poverty. LLPs are generally perceived by existing tenants as positive in establishing stable communities, but also restrict the choice of rehousing for other customer groups.
- Achieving the savings and efficiencies required to continue to deliver frontline services. LLPs such as the Good Neighbour LLP may assist in reducing tenancy turnover, which would reduce void costs and rent loss.

4.3.2 LLPs relate to the following best council objectives for 2013 – 17:

- Building a child friendly city – the council's main lettings policy does not prevent households with children moving into high rise properties, but instead gives preference for lettings of houses to households with dependent children. However, the council does not have sufficient stock of houses to offer all households with dependent children, meaning customers with younger children may bid on high rise properties where there are no restrictions. The council would not insist a family with children move to a high rise flat, but recognises that this may be a choice preferable to living in overcrowded and unsatisfactory living conditions while they wait for a house to become available. However, the age related LLPs restrict choice of younger adults which may result in higher concentrations of younger and potentially more transient groups in areas of the city without age LLPs.
- Promoting sustainable and inclusive economic growth – An adequate supply of affordable housing is vital for Leeds' objective of promoting sustainable and inclusive economic growth. LLPs based on local connection and employment give preference to customers who need to move for employment which assists people move closer to work or to take up employment and training opportunities.
- Becoming an efficient and enterprising council – the use of LLPs may hinder the council's ability to mitigate the adverse impact of benefit changes, both on individuals affected and on the council as a social landlord in terms of rent loss due to under occupation. This is due to LLPs potentially restricting tenants from downsizing to a smaller property if they do not meet the age criteria. The challenges posed by LLPs in relation to reduced demand offers

an opportunity for the council to consider marketing properties to new customers groups.

4.4 Resources and value for money

- 4.4.1 If the council was successfully challenged on the grounds of unlawful discrimination based on age, it could be liable to pay damages to the customer.
- 4.4.2 The council and BITMO have identified potential for increased management costs if antisocial behaviour and lifestyle clashes increase as a result of removing age LLPs.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Under the Equality Act 2010 age discrimination is unlawful unless it can be shown to be a proportionate means of achieving a legitimate aim. A legal challenge could be made to an age LLP on the basis of discrimination. If the policy is found to be unlawful discrimination, the claimant could be entitled to damages.
- 4.5.2 In addition, the council's housing offer to younger customers (ie 40 and under) is restricted by the use of age LLPs. Customers age 16 and 17 are more likely to be in housing need than other customers on the housing waiting list, and those age 25 and under who are in receipt of benefit face further difficulties securing affordable housing.

4.6 Risk Management

- 4.7 The main risk of a challenge under the Equality Act relates to the use of age LLPs. Discriminate based on age is lawful under the Act if it is deemed to be a justifiable and a proportionate means of achieving a legitimate aim. The LLPs currently in operation have been approved in light of these provisions.
- 5.8 There are other risks associated with how the council can make best use of its limited stock, particularly for younger customers moving into their first homes and to customers affected by welfare changes, specifically the extension of the single room Local Housing Allowance rate in the private sector to under 35 year olds (2012) and the DWP Housing Benefit size criteria for under occupying tenants of working age (2013) – both of which have resulted in increased in demand for smaller properties from customers below the age of the LLP.

5 Conclusions

- 5.1 The ability to develop local lettings policies offers the council the flexibility to deliver a lettings service which is responsive to local needs.
- 5.2 The current LLPs in operation need to be reviewed to ensure they meet their stated objectives.
- 5.3 LLPs must be evidence based if they are to support the council's ambition to become the best city in the UK.

6 Recommendations

- 6.1 Scrutiny Board are asked to note the contents of the report and the success of the council's mutual exchange strategy.
- 6.2 That the Chief Officer, Housing Management reviews the current local lettings policies by October 2014 to ensure they meet their stated objectives, following the proposed review process outlined in section 3.24.

7 Background documents¹

- 7.1 None

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

Report of the Chief Planning Officer

Report to Scrutiny Board (Housing and Regeneration)

Date: 25 March 2014

Subject: Permitted development changes to house extensions and office to residential

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. On 30 May 2013 the Government amended legislation to allow certain types of development to go forward without the need for planning permission for a three year period. This included larger single storey rear house extensions and conversion of offices to residential use. The Government has indicated that the changes were in a bid to make it easier to convert redundant, empty and underused office space into new homes and allow home owners to extend their properties to meet their needs.

2. The larger house extension changes were controversial with local planning authorities (LPA) and in the House of Lords and a late amendment introduced a neighbour notification process. This means immediate neighbours are informed of proposals and they have the opportunity to make an objection. Applications without any objections after the 21 day notification period are permitted development (PD). Applications which have received representations are required to come to the Local Planning Authority for determination through the prior approval process. In such cases, the LPA can only assess the impact on amenity and no other issues can be considered.

3. The office to residential changes were also controversial, with concerns over the loss of prime office spaces. The government offered local authorities the opportunity to seek an exemption to the permitted development rights and Leeds City Council sought such an exemption for the prime office area in the city centre, a major employment hub for the city and region; like many other authorities, Leeds was unsuccessful. A light touch

prior approval process to allow transport, contamination and flooding issues to be addressed by LPA is now in place, with no further approval required.

4. The changes generate work for the LPA, but in the case of the house extension process, no fee is payable. Since 1 October 2013 a £80 prior approval application fee is paid to the LPA for office to residential changes.
5. So far there have been 121 large house extension applications which meet the criteria, of which 105 received no objections and are therefore permitted development. 16 received neighbour representations and were determined by the LPA. 24 prior approval applications for office to residential have been received, with three not being granted prior approval.
6. The new PD rights have been in place for almost a year and the service continues to monitor applications and assess any impact of the changes. The service also continues to liaise with the Core Cities on potential long term implications. However, it is clear that the Government sees the changes as a positive step in promoting brownfield regeneration, boosting housing supply and allowing homeowners to meet aspirations for improving their homes and whilst the changes are temporary, the government will review in due course to assess the scope for extending the scheme.

Recommendations

7. Members are recommended to
 - 7.1. note the report
 - 7.2. consider if there are any particular concerns over the changes which can be fed back to the Department of Communities and Local Government.

1 Purpose of this report

- 1.1 The government amended legislation in the Growth and Infrastructure Act, 2013 to allow for offices to convert to homes without having to apply for full planning permission and for large house extensions to go forward without the need for formal planning permission. These measures are in place for three years from 30 May 2013 to 30 May 2016.
- 1.2 Scrutiny Board (Housing and Regeneration) requested a report on the impact and policy implications of the government's decision to increase the permitted development rights and this report describes the activity which has arisen from the changes to permitted development rights and the implications of the new legislation on the city.

2 Background information

2.1 Householder permitted development

- 2.2 The permitted development (PD) rights amended on 30 May 2013 allow rear extensions of up to 8 metres deep on detached dwellings and up to 6 metres deep on other dwellings through a prior approval process and only apply to single storey extension, not exceeding 4 metres in height. The rights do not apply to dwellings in sensitive areas such as conservation areas or national parks etc and will "initially" only apply to extensions to be developed before 30 May 2016, although the Government has stated that "the policy will be kept under review to establish the scope for extending the scheme". An extract from the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 is attached as appendix 1.
- 2.3 A developer wishing to take advantage of the permitted development rights must first notify the Local Planning Authority (LPA) and provide a written description of the development including measurements, a plan and addresses of neighbouring properties. The council will notify owners or occupiers of any adjoining properties about the proposed development and neighbours have at least 21 days to object to the proposal scheme. If no objections are received the LPA will issue a notice to the developer informing them that prior approval is not required and that the proposal is permitted development. There are no fees to offset the costs of administering this process.
- 2.4 Where representations have been received, the prior approval of the LPA is required and therefore the LPA must assess the impact of the development upon the amenity of all adjoining premises, no other issues are considered.
- 2.5 The measures were highly controversial in the House of Lords and faced much opposition. Immediate neighbour consultation was added as a very late amendment to allow those who could potentially be affected by the large scale extensions to comment on their impact.
- 2.6 **Office to residential**

- 2.7 The Government changed PD rights to allow for changes of use from Class B1(a) office to Class C3 residential without the need for planning permission. Prior to making any change of use, developers must apply to the LPA to determine whether the prior approval of the authority will be required as to:
- transport and highways impacts of the development;
 - contamination risks on the site; and
 - flooding risks on the site
- 2.8 Where prior approval is required, development shall be carried out in accordance with details approved by the LPA. Other aspects of development which may be associated with a change of use, such as alterations to facades, extensions etc will continue to require planning permission.
- 2.9 The rights only apply where the building has either, been in use as an office immediately before 30 May 2013 or, if vacant, where its last use was an office use. This will disqualify buildings that have not actually been used for offices. DCLG has confirmed that the legislation is intended to avoid developers building offices with the sole intention of sidestepping the requirements for residential planning permission such as the provision of affordable housing or other section 106 obligations. However, it has been argued that as developers would not have to meet financial obligations it could make the difference between a scheme becoming viable and standing empty.
- 2.10 These measures were also controversial. The government consulted on the proposals in April 2011, discounted them and instead included a policy statement within the National Planning Policy Framework to promote change of use. However, the changes formed part of the measures in the Growth and Infrastructure Act 2013.
- 2.11 The government in recognising that the new rights could affect areas differently offered local authorities the opportunity to seek an exemption. 17 Councils were granted exemptions to cover areas where the new rules would cause "either the loss of a nationally significant area of economic activity or a substantial adverse economic consequences at the local authority level which are not offset by the positive benefits the new rights would bring¹". Along with other Core Cities, Leeds was unsuccessful in securing an exemption for the prime office area of the city. The Government only granted an exemption in "exceptional circumstances". A recent legal challenge by a number of authorities to the change has been unsuccessful in the High Court. Some authorities have issued Article 4 directions restricting the PD for some or all parts of their areas.
- 2.12 The measures continue to be controversial; Nick Boles, Planning Minister issued a statement on 6 February 2014 criticising local authorities "disproportionate" use of Article 4 directions to remove permitted development rights. The government's has asked authorities to reduce the extent of their direction and are minded to cancel

¹ DCLG Relaxation of planning rules for change of use from offices to residential. Impact Assessment May 2013

Article 4 directions in those authorities which “seek to re impose unjustified or blanket regulation²”.

3 Main issues

3.1 Household permitted development

- 3.2 The service has received 213 householder extensions under the new permitted development rule (to 18 February 2014). Of these 55 were returned to the applicant as they did not fit the new permitted development criteria and 37 are currently pending during the consultation and/ or determination period (for those that have received neighbour representations).
- 3.3 121 met the criteria and have gone through the process. 105 received no objections and therefore are permitted development. This means 86% of applications have not had objections or representations from neighbours. 16 applications received neighbour representations meaning the prior approval of the LPA was required. Of these 11 were refused and 5 approved. The service received 2,097 householder applications in 2012-13. Based on these figures, the new PD process has taken about 5% of applications out of the planning application system.
- 3.4 Where the prior approval of the LPA is required, the only consideration that can be taken into account is impact on amenity. There are usually three main considerations in determining impact on amenity: overlooking, over dominance and overshadowing. The revised permitted development regulations do not require developers to provide either elevational details or details relating to boundary treatments, instead being required to only provide details of siting and size. The LPA cannot insist on any further details being provided and must therefore make a determination on the proposal as submitted. Prior approval can only be withheld where an impact upon neighbouring amenity would be unreasonable, not simply where there will be an impact.
- 3.5 For those proposals that did not receive any neighbour objections, just under half of them were for extensions between four and five metres in length, significantly smaller than what is allowable under the new PD rights. Only seven proposed extensions where there was no neighbour objection were for larger schemes between seven and eight metres in length.
- 3.6 Eleven applications requiring the prior approval of the Council have been refused. Of these, nine were semi-detached and one a terrace property which under the new rules could take advantage of up to six metre extensions and one was a detached house which could take advantage of an eight metre extension. In terms of scale, five of the nine properties applied for the maximum sized extension. The officer view on these applications was that in all cases the proposals would result in over dominance and over bearing on the neighbours rear gardens and windows and in some cases with designs which would result in neighbours looking onto an unremitting brick wall. Therefore there would be an unreasonable impact on the neighbours' amenity. So far, there are no appeals on any of these proposals.

² Written statement to Parliament Change of use: new homes Planning Minister Nick Boles 6 February 2014

3.7 Five applications requiring the prior approval were granted. All properties were semi-detached and in most of the cases there was already an existing extension on the adjoining property. The officer view was there would not be unreasonable over dominance, due to the neighbour's extension.

3.8 Office to residential

3.9 So far 24 offices to residential proposals have been made under the new PD rights. Three have been refused. One proposed change of use was from B1 (offices) to student accommodation and so did not constitute Permitted Development due to the proposed use falling outside the definitions of Class C3 (dwelling houses); the other two refusals had significant parking issues, although these were subsequently granted prior approval when resubmitted a few months later after addressing these issues.

3.10 17 proposals required prior approval and have been approved. Four were in the city centre; three on The Headrow and one on Park Row, but the majority have been in suburban locations including Saint Martin's House Chapeltown for 12 units, three schemes in Horsforth totalling 13 units. Largely these have been upper floor office conversions to apartments and flats. Most are small in scale, 12 units or less, with the majority under five units, only two have been larger proposals on The Headrow for 28 and 22 units. A total of 113 units have been approved through this process, 62 of them in the city centre. A list of office to residential schemes is attached as appendix 2.

3.11 At the time of writing, a further three applications are currently going through the process, two of which are more significant in size including a 50 unit scheme at Park Square in the city centre. This is a popular location with the building in question having previously been subject of preliminary proposals for an important office occupier.

3.12 Implications of the new permitted development arrangements

3.13 The household PD involves the management of the process: validating applications to ensure they fit the criteria, sending letters to adjoining neighbours and where no representations have been made sending out a decision notice to the applicant. If a decision has not been made in six weeks, prior approval is automatically granted (e.g. the scheme can go ahead). The LPA receives no fee for the work it carries out on this new permitted development determination. A householder application fee is currently £172.

3.14 Similar schemes on the same road can be dealt with in different ways, leading to potentially different outcomes, depending if neighbours object or not- no objections it is deemed as permitted development; if an objection is received the application is determined by an officer who will use their professional judgment to ascertain if there is unreasonable impact or not. This could cause concerns and complaints by applicants and neighbours, but with no means of redress.

3.15 Although planning policies do not form part of the council's decision, the Leeds City Council Householder Design Guide SPD outlines the way in which the authority begins to assess house extensions. The new legislation is at odds with the Council's

Householder Design Guide. As a general rule, single storey extensions can project approximately 3.0m on a common boundary and reference is made to the 45° code, which is used to assess the impact that an extension would have on neighbours. The 3.0m projection and the 45° code attempt to ensure that extensions do not significantly over dominate neighbouring gardens and windows. However, the new PD allows eight metres on detached properties and six on other properties.

- 3.16 Initially there was no fee for the office to residential prior approval application, but from 1 October 2013, a fee of £80 is payable to the LPA. A change of use application is £385 per dwelling; if applications were received on these PD proposals it would have generated approximately £43,500.
- 3.17 As these proposals are outside of the scope of Section 106 agreements, there is the potential to lose out on developer contributions. Affordable housing is triggered at 15 units and two schemes in the city centre would have hit this threshold and been subject to providing 5% affordable housing that is 2.5 affordable units. Greenspace contributions are triggered at 10 units and a number of these prior approval schemes would have met this threshold, but again through this process there is no requirement to provide any greenspace or financial contribution. Permitted developments may be liable for Community Infrastructure levy (CIL) in the same way as development permitted by planning permission. Usually however, a simple change of use will not trigger CIL, as no new buildings are being created. However existing floorspace may only be used to offset the CIL liability where it has been in continuous use for at least six months in the 12 months. So if the office building has not been in use for at least 6 months in the last 12 months and the use changes to residential, CIL could be triggered.
- 3.18 The council feared that “Grade A” employment space in prime office areas would be at risk. However many office to residential schemes appear to be focused on smaller secondary office stock in suburban areas, resulting in a loss of office space most suitable for Small and Medium Enterprises. To date, the conversion of large unsustainable office to residential schemes has not occurred. However, there still remains the risk that large or prominent buildings could be converted into residential schemes without the need for planning permission.
- 3.19 In many cases it will not be possible to implement a change of use without undertaking some operational development, for which planning permission will still be required. So if, for example, external works or reconfiguration of access arrangements are required to facilitate the change of use, this will still need a planning application. This may act as a significant constraint on the new right.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has not been the need for wide consultation or engagement on this report.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no specific equality considerations arising from this report. As such it has not been necessary to prepare an Equality Impact Assessment.

4.3 Council Policies and City Priorities

4.3.1 The effective and expedient determination of planning applications contributes to the overall prosperity of the City and plays a key part in the regeneration and growth agenda. The service makes a key contribution to the delivery of housing growth, a priority in the City Priority Plan 2011-15.

4.4 Resources and Value for Money

4.5 The changes arising from the new permitted development process for large extensions has meant there has been a loss of planning fees, £172 per application, but the LPA still has to undertake a significant amount of administrative work. Similarly, a change of use application fee of £385 per unit compared with £80 for the office to residential prior approval process has resulted in a loss of approximately £43,500 in fees. The limited areas which only can be considered means there is less officer input and consideration time and less use of consultees. However, the approach is at odds with the planning system's principle of financial self-sufficiency.

4.6 Legal Implications, Access to Information and Call In

4.6.1 There are no specific legal implications and this report does not relate to a key or major decision. All planning decisions are taken in line with the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013.

4.7 Risk Management

4.7.1 There remains a risk that Grade A offices in the city centre will be converted into residential scheme, reducing the office accommodation available in prime locations. This could have significant implications in attracting new development opportunities in the key employment hub for the city.

5 Conclusions

5.1 The new householder permitted development regulations initially caused controversy following strong opposition in the House of Lords. The consultation scheme was introduced as a very late amendment to the order; originally the government had not intended to introduce any means by which development might be challenged. The government has indicated that these measures are temporary until 30 May 2016, but will keep the policy under review to establish the scope for extending the scheme.

5.2 The service has received 213 applications under the new householder PD rules; however, almost a quarter were returned as they did not fit the criteria for the new PD. To date approximately 86% of the large householder extensions have not received any neighbour comments and are therefore permitted development. Based on 2012-13 data, the PD changes would have removed 5% of applications from the planning permission process.

5.3 24 prior approval applications have been received for the office to residential changes. These have been generally small in scale so far, with usually upper floors

of offices being converted into new homes. However, there are more proposals currently going through the process including a large scheme for 50 units in the city centre in a prime location. In total these changes have created permission for 113 units. However, any changes from office to residential have the potential to displace office developers; this could have significant implications if larger scale schemes come forward in the future, particularly in the city centre.

- 5.4 The new permitted development rights have been operating since 30 May 2013. The service will continue to monitor the applications arising from the PD changes and will continue to liaise with the Core Cities in assessing the impact. However, the message is clear from the Government that home owners should be allowed to meet their aspirations for improving their homes and that office to residential conversions are a way of regenerating areas, increasing footfall in town and city centres and boosting housing supply.

6 Recommendations

- 6.1 Members are recommended to

6.1.1 note the report

6.1.2 consider if there are any particular concerns over the changes which can be fed back to the Department of Communities and Local Government.

7 Background papers³

- 7.1 None

³The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013

Amendments in relation to home extensions

4. (1) In Part 1 of Schedule 2 (development within the curtilage of a dwellinghouse), Class A is amended as follows

(2) In paragraph A.1(e) at the beginning insert “subject to paragraph (ea),”.

(3) After paragraph A.1(e) insert—

“(ea)until 30th May 2016, for a dwellinghouse not on article 1(5) land nor on a site of special scientific interest, the enlarged part of the dwellinghouse would have a single storey and—

(i)extend beyond the rear wall of the original dwellinghouse by more than 8 metres in the case of a detached dwellinghouse, or 6 metres in the case of any other dwellinghouse, or

(ii)exceed 4 metres in height;”

(4) After paragraph A.3 insert—

“**A.4.** (1) The following conditions apply to development permitted by Class A which exceeds the limits in paragraph A.1(e) but is allowed by paragraph A.1(ea).

(2) Before beginning the development the developer shall provide the following information to the local planning authority—

(a)a written description of the proposed development including—

(i)how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;

(ii)the maximum height of the enlarged part of the dwellinghouse; and

(iii)the height of the eaves of the enlarged part of the dwellinghouse;

(b)a plan indicating the site and showing the proposed development;

(c)the addresses of any adjoining premises;

(d)the developer’s contact address; and

(e)the developer’s email address if the developer is content to receive communications electronically.

(3) The local planning authority shall notify owners or occupiers of any adjoining premises about the proposed development by serving on them a notice which—

(a)describes the proposed development, including—

(i)how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse;

(ii)the maximum height of the enlarged part of the dwellinghouse; and

- (iii) the height of the eaves of the enlarged part of the dwellinghouse;
- (b) provides the address of the proposed development;
- (c) specifies the date when the information referred to in paragraph (2) was received by the local planning authority and the date when the period referred to in paragraph (8)(c) would expire; and
- (d) specifies the date (being not less than 21 days from the date of the notice) by which representations are to be received by the local planning authority.

(4) The local planning authority must send a copy of the notice referred to in paragraph (3) to the developer.

(5) Where any owner or occupier of any adjoining premises objects to the proposed development, the prior approval of the local planning authority is required as to the impact of the proposed development on the amenity of any adjoining premises.

(6) The local planning authority may require the developer to submit such further information regarding the proposed development as the local planning authority may reasonably require in order to consider the impact of the proposed development on the amenity of any adjoining premises.

(7) The local planning authority shall, when considering the impact referred to in paragraphs (5) and (6)—

- (a) take into account any representations made as a result of the notice given under paragraph (3); and
- (b) consider the amenity of all adjoining premises, not just adjoining premises which are the subject of representations.

(8) The development shall not be begun before the occurrence of one of the following—

- (a) the receipt by the developer from the local planning authority of a written notice that their prior approval is not required;
- (b) the receipt by the developer from the local planning authority of a written notice giving their prior approval; or
- (c) the expiry of 42 days following the date on which the information referred to in paragraph (2) was received by the local planning authority without the local planning authority notifying the developer as to whether prior approval is given or refused.

(9) The development shall be carried out—

- (a) where prior approval is required, in accordance with the details approved by the local planning authority;
- (b) where prior approval is not required, or where paragraph (8)(c) applies, in accordance with the information provided under paragraph (2),

unless the local planning authority and the developer agree otherwise in writing.

(10) The development shall be completed on or before 30th May 2016.

(11) The developer shall notify the local planning authority of the completion of the development as soon as reasonably practicable after completion.

(12) The notification referred to in paragraph (11) shall be in writing and shall include—

- (a) the name of the developer;
- (b) the address or location of the development, and
- (c) the date of completion.”

Appendix 2

Office to residential schemes

Address	Status	Units
117 The Headrow, Leeds	Refused	
Parkmews House, Horsforth	Refused	
358-360 Broadway Horsforth	Refused	
Office 6 Block B Twenty Twenty Skinner Lane Sheepscar	Withdrawn	
109-113 The Headrow	Approved	22
21 Upper Accommodations Road Cross Green	Approved	1
6-7 Albion Street, Morley	Approved	4
Saint Martin's House 210-212 Chapeltown	Approved	12
Parkmews House Broadway Horsforth	Approved	3
358-360 Broadway Horsforth	Approved	4
356 Broadway Horsforth	Approved	6
119 Harehills Lane Harehills	Approved	3
56A Otley Road Guiseley	Approved	1
305 Town Street Bramley	Approved	1
First Floor Granby House 7 Otley Road	Approved	6
117 The Headrow	Approved	28
First Floor Victoria House 143-145 The Headrow	Approved	9
Office 6 Block B Twenty Twenty Skinner Lane Sheepscar	Approved	5
First Floor 19-21 North Street Wetherby	Approved	1
263 Roundhay Road Leeds	Approved	4
17 Park Row Leeds	Approved	3
Freedom House 111 Bradford Road Tingley	Pending determination	7
Rivers House 21 Pak Square Leeds	Pending determination	50
Sunshine House Whingate Business Park	Pending determination	39

Report of Directors of Environment and Housing, and City Development

Report to Housing and Regeneration Scrutiny Board

Date: 25 March 2014

Subject: 2013/14 Quarter 3 Performance Report

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. This report provides a summary of performance against the strategic priorities for the council and city relevant to the Housing and Regeneration Scrutiny Board, in line with the process agreed at the Board's meeting on 4 February 2014.

Recommendations

2. Members are recommended to
 - Note the Quarter 3 performance information and to consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
 - Indicate whether the volume of performance information appended to this report is at the right level, or whether exception reporting would be more appropriate.

1 Purpose of this report

- 1.1 This report presents a summary of the quarter three performance data for 2013-14, and provides an update on progress in delivering the relevant priorities in the City Priority Plan 2011-15 and the Best Council Plan 2013 - 17.

2 Background information

- 2.1 Members will note that the delivery of City Priority Plan (CPP) is shared with partners across the city while the Best Council Plan (BCP) sets out the Council's key objectives and priorities. This report provides an overview of the performance relating to both plans enabling the Scrutiny Board to consider and challenge the council's performance as well as seeking to influence partners' contributions through existing partnership arrangements.
- 2.2 This report includes an Appendix showing a summary of performance at Quarter 3 across both CPP and BCP priorities.
- 2.3 Members should be aware that the current Best Council Plan is under review, and from Quarter 1 2014 – 15 progress updates are likely to reflect an amended set of priorities and measures.

3 Main issues

- 3.1 The Appendix shows progress at Quarter 3 against the three priorities relevant to the Housing and Regeneration Scrutiny Board within the City Priority Plan, and the five priorities relevant to the Board within the Best Council Plan. Members will see that some of the indicators are designed to track trends rather than report against specific targets, and for these reasons the trend indicators have not been rated. The main performance issues arising from this progress report are given below:
- 3.2 ***City Priority Plan***
- 3.2.1 CPP performance measures are broadly on track. There are two performance areas that are rated amber but do not pose significant concerns :
- Empty properties (empty over 6 months) brought back into use which is slightly behind the phased target at the quarter end, but we expect performance to reach target by the end of the year. The net position which we are tracking is currently above the desired target position; but is very much influenced by market trends. The position will continue to be closely monitored.
 - Council house decency is showing to be slightly below the 95% target, and performance is reported to be mixed across the areas, although it is known that there have been data inputting issues in the East North East area which is reflected in the particularly low figure for that area and which has had an impact on the city-wide figure. It is useful for Members to note that, given that the Decent Homes indicator is no longer the main driver for Council House investment, Executive Board has asked that the Director of Environment and Housing brings forward proposals for a new Leeds Housing Standard, which can reflect the priorities of tenants and can give energy efficiency more prominence. A revised indicator will therefore need to be developed to measure performance against a new housing standard for Leeds.

3.3 Best Council Plan

3.3.1 In relation to BCP measures, the majority are showing improving performance within the context of significant service changes and external impacts. Members' attention is drawn to the following performance areas:

- The energy efficiency performance measure is a city-wide cross sector measure designed to capture all energy efficiency measures delivered to Leeds' properties by any provider, including the Council. The Council's performance has been reported but the position across all providers is not yet known and has been traditionally difficult to obtain. However, we are confident that the position across Leeds will exceed the 5,000 target, despite the challenges arising from the Government's changes to ECO and Green Deal. It is hoped to be able to give a more accurate picture at Quarter 4.
- The percentage of rent collected has dropped slightly which can be attributed in part to seasonal trends. There has been a corresponding increase in Tenant Arrears, but over half are relatively small scale debts and action is being taken to recoup this via arrears campaigns over the next Quarter.
- We are seeking to embed annual tenancy visits across all Council homes and this is taking time to achieve. Attempts are being made to reduce 'no access' outcomes by aligning the visits to other opportunities e.g. linking to repairs.
- Reported performance on the number of repairs being completed within target is showing a slight reduction since the last quarter. However, the data should be treated with caution as it is known that there have been data inputting issues in the East North East area. Investigations have shown that performance levels on the ground are likely to have been maintained and that future reports should show an improved position. However, overall performance is below the ambitious target of 99% which is linked to the contractual targets set for the repairs service. It may be necessary to review the target to ensure that it remains challenging but achievable.
- Relet performance remains below target but is showing an increasingly encouraging picture with all areas showing quarter on quarter improvements, and East North East Area having continued to perform within target across the year to date.
- Members may wish to note the exceptionally good performance in relation to homelessness preventions and the numbers of households in temporary accommodation, which is due to the active homeless prevention strategies undertaken by the Housing Options service. This is a considerable achievement taking into account the pressures on the service as a result of increases in Homeless presentations and the impact of Welfare Change.

4.1 Consultation and Engagement

4.1.1. This is an information report and as such does not need to be consulted on with the public. However all performance information is published on the council's and Leeds Initiative websites and is available to the public.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This is an information report, rather than a decision-making report, so it is not necessary to conduct an equality impact assessment. However, some of the data provided will link to

wider issues of equality and diversity and cohesion and integration, and there may be occasions when Scrutiny Board members will want to look more closely at these issues, and may request further information to inform their investigations.

4.3 Council policies and City Priorities

4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

4.4 Resources and value for money

4.4.1 There are no specific resource implications from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 All performance information is publicly available and is published on the council website. This report is an information update providing Scrutiny with a summary of performance for the strategic priorities within its remit and as such is not subject to call in.

4.6 Risk Management

4.6.1 There is a comprehensive risk management process in the Council to monitor and manage key risks. This links closely with performance management.

5 Conclusions

5.1 This report provides a summary of performance against the strategic priorities for the council and city related to the Housing and Regeneration Scrutiny Board.

6 Recommendations

6.1 Members are recommended to:

- Note the Quarter 3 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
- Indicate whether the volume of performance information appended to this report is at the right level, or whether exception reporting would be more appropriate.






7 Background papers¹

7.1 None







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

	A	B	C	D	E	F	G	H	I
1	Housing and Regeneration Performance Information Quarter 3 2013/14								
2	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Direction Of Travel
3	Partnership Performance (City Priority Plan 2011- 15)	Best City to Live	LIV 1 - Maximise regeneration investment to increase housing choice and affordability	PI: Increase the number of new homes built per year	>1650 homes (Result for 2012/13)	518 Homes	1134* Homes (Q2 - 616)	1791* Units (Q3 - 657) 	↑
4				PI: Increase the number of new affordable homes built each year	>360 affordable homes (Result for 2012/13)	98 Homes	240* Homes (Q2 - 142)	503* Homes (Q3 - 263) 	↑
5				PI: Increase the number of long-term empty properties brought back into use	3200 total long term (6m+) private sector empty properties occupied	n/a due to data issues	1752* 	2265* 	↑
6			LIV 2 - Enable growth of the city whilst protecting the distinctive green character of the city.	PI: Minimum ratio of 65:35 development of new homes on brownfield: greenfield land	>=65:35 ratio	67:33 ratio	73:27* ratio	72:28* Ratio 	↔
7			LIV 3 - Improve housing conditions and energy efficiency	PI: Increase the number of properties, which achieved the decency standard (measure under review)	95%	93.69% 	93.50% 	94.22% 	↑
8		Ensuring High Quality Public Services	Develop a coherent approach to tackling poverty - Mitigate negative impacts of welfare changes e.g. homelessness, etc.	PI: Increase number of homeless preventions	>3,193 13 YE) (2012-	960 	2037* 	3366* 	↑
9				PI: Reduce number of homeless acceptances	<763 13 YE) (2012-	88 	179* 	268* 	↑
10			Housing Management Review	Complete housing management review and implement recommendations	Milestones	On track	On track	On track	
11				Improved tenant satisfaction and value for money	See housing measures below				
12			Deliver Local Development Framework		Core Strategy	Core Strategy submitted April 2013		Complete 	
13	Examination Autumn 2013							Complete 	
14			Site Allocations	Site Allocations issues and options to Development Plan Panel April 2013 and Executive Board May 2013		Complete 			







APPENDIX

	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Direction Of Travel
2									
15	Within Council Performance (Best Council Plan 2013-17)	Promote sustainable and inclusive economic growth		Community Infrastructure Levy (CIL)	CIL Examination Winter 2013				↑
16			Develop a coherent approach to meeting housing need	Tracker: There will be a 300 net reduction in long term empty homes	March 2013: 5,627 – 300 net reduction March 2014: 5,327	n/a due to data issues	4420	6131	
17			PI: 407 affordable houses provided	407 Houses	98 Houses	240* Houses (Q2 - 142)	503* Houses (Q3 - 263) 	↑	
18			PI: 2200 new housing units delivered	2200 Units	518 Units	1134* Units (Q2 - 616)	1791* Units (Q3 - 657) 	↑	
19			Attract large-scale external investment in low-carbon technologies to Leeds	PI: Joint delivery of 5,000 energy efficiency measures in Leeds' properties per year	5,000 (cross sector delivery)	283	604*	730*	
20				Tracker: % of Capital Programme left to spend	To spend 100% of annual profile by end of year	City - 82% S&SE - 85% BITMO - n/a E&NE - 82% W&NW - 81%	City - 67% S&SE - 65% BITMO - n/a E&NE - 68% W&NW - 66%	City - 33% S&SE - 26% BITMO - 56% E&NE - 39% W&NW - 31%	↑

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	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Direction Of Travel
2									
21				PI: % of rent collected	City - 98.06% S&SE - 97.63% BITMO - 97.53% E&NE - 98.69% W&NW - 97.88%	City - 96.72% S&SE - 96.34% BITMO - 96.35% E&NE - 96.91% W&NW - 96.87% 	City - 97.26% S&SE - 96.79% BITMO - 96.74% E&NE - 97.74% W&NW - 97.23% 	City - 97.24% S&SE - 96.81% BITMO - 96.57% E&NE - 97.81% W&NW - 97.12% 	↓
22				Tracker: Current tenants arrears		4.4m (19,147 current tenancies with arrears)	4.6m (19,259 current tenancies with arrears)	5.19m (21,845 current tenancies with arrears)	↓
23				PI: % of annual tenancy visits completed		measure being developed	measure being developed	City - 59.97% S&SE - 52.20% BITMO - 13.54% E&NE - 92.03% W&NW - 40.67%	
24				PI: % of repairs completed within target	99%	City - 91.53% S&SE - 88.38% BITMO - 88.22% E&NE - 92.29% W&NW - 89.71% 	City - 93.43% S&SE - 93.71% BITMO - 96.26% E&NE - 93.53% W&NW - 92.97% 	City - 92.34% S&SE - 95.11% BITMO - 96.94% E&NE - 89.31% W&NW - 94.20% 	↓
25				PI: % overall satisfaction with services provided	74% (Tenant Satisfaction Survey 2012-13)				

APPENDIX

	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Direction Of Travel
2									
26	Other housing measures			PI: gross average relet days	<30 days	City - 40.18 S&SE - 43.48 BITMO - 65.23 E&NE - 26.46 W&NW - 47.16 	City - 38.18 S&SE - 43.21 BITMO - 46.66 E&NE - 28.07 W&NW - 42.26 	City - 35.53 S&SE - 41.13 BITMO - 43.71 E&NE - 26.38 W&NW - 38.51 	↑
27				PI: number of lettable voids	City - <559 S&SE - <165 BITMO - <27 E&NE - <135 W&NW - <249	City - 533 S&SE - 155 BITMO - 28 E&NE - 123 W&NW - 227 (Week 13) 	City - 469 S&SE - 158 BITMO - 26 E&NE - 116 W&NW - 169 (Week 27) 	City - 429 S&SE - 143 BITMO - 17 E&NE - 122 W&NW - 147 (Week 40) 	↑
28				Tracker: number of households in PSL/ALMO temporary accommodation	97	27	5	↑	
29				Tracker: number of new unauthorised encampments (LCC land)	17	17	3	↑	
30				Tracker: number of new unauthorised encampments (private land)	3	3	0	↑	
31				PI: % major adaptations completed within target timescales (H&H and Social Care)	83%	83%	85%	92%	↑
32				Tracker: Count of all under-occupation cases	City - 6407 S&SE - 1472 BITMO - 220 E&NE - 2447 W&NW - 2268	City - 6055 S&SE - 1408 BITMO - 222 E&NE - 2297 W&NW - 2128	City - 5612 S&SE - 1326 BITMO - 186 E&NE - 2085 W&NW - 1997	↑	

APPENDIX

	A	B	C	D	E	F	G	H	I
	Area	Objective	Priorities	Our Measures (PI = Performance Indicator)	Target/ Milestone	Quarter 1 (Q1) Result	Quarter 2 (Q2) Result (*cumulative)	Quarter 3 (Q3) Result (*cumulative)	Direction Of Travel
2									
33				Tracker: Under-occupation total debt	March 2013: City – 634,209, AVHL – 183,026, BITMO – 14,932, ENEHL – 183,809, WNWHL – 252,442	City - 755,472 S&SE - 220,099 BITMO - 21,721 E&NE - 231,610 W&NW - 282,042	City - 788,691 S&SE - 227,300 BITMO - 34,658 E&NE - 236,159 W&NW - 290,574	City - 746,290 S&SE - 227,673 BITMO - 28,648 E&NE - 206,632 W&NW - 283,337	↑
34									

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Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 25 March 2014

Subject: Progress in Delivering Housing on Council Brownfield Land

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

1.0 Purpose of this report

1.1 The purpose of this report is to provide the Board with an update on progress since the previous meeting.

2.0 Main issues

2.1 At the Board's meeting on 4 February, Members received a detailed report on progress in delivering housing on council brownfield land through the Housing Investment Land Strategy.

2.2 The Board asked for an updated schedule to be presented on a monthly basis. The updated schedule will be circulated in advance of the meeting.

3.0 Recommendation

3.1 That the Board notes the updated position.

4.0 Background papers¹

4.1 None used.

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

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Report of Head of Scrutiny and Member Development

Report to Housing and Regeneration Scrutiny Board

Date: 25 March 2014

Subject: Work Schedule

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

1.0 Purpose of this report

1.1 The purpose of this report is to receive and review the Scrutiny Board's work schedule for the current municipal year.

2.0 Main issues

2.1 A draft work schedule is attached as appendix 1 which incorporates issues identified for inclusion at the last meeting. The work schedule will be subject to change throughout the municipal year.

2.2 A copy of the latest minutes of the Executive Board are attached as appendix 2.

3.0 Recommendations

3.1 Members are asked to:

- a) Note and comment on the issues the Board has identified for consideration in 2013/14.
- b) Note the latest minutes of the Executive Board meeting.

4.0 Background papers¹

4.1 None used.

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

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Scrutiny Board (Housing and Regeneration) Work Schedule for 2013/2014 Municipal Year - Last updated 25 February 2014

Area of review	Schedule of meetings/visits during 2013/14		
	June	July Postponed meeting	August
Inquiry to be determined	Consider proposals that a working group established by the Executive Board Member Neighbourhoods, Planning and Support Services review student accommodation in the city and co-opt members of the Scrutiny Board on to the working group.		
Briefings	Consider appointment of Co-opted Members to the Board		Review the enforcement process for the removal of gypsies and travellers on illegal sites in the city to ensure it continues to be fit for purpose.
Budget & Policy Framework Plans			
Recommendation Tracking			External Publication of Employee Interests for High Risk Posts including formal response to Scrutiny Board's recommendations.
Performance Monitoring	Quarter 4 performance report		

Scrutiny Board (Housing and Regeneration) Work Schedule for 2013/2014 Municipal Year - Last updated 25 February 2014

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Inquiry to be determined	Receive for information the notes of the Directorate's working group meetings on student accommodation		
Briefings	<p>Consider a joint report of the Directors of City Development and Environment and Neighbourhoods on the Council's policies and approach to determining when an affordable homes contribution from a development is taken as a commuted sum in another part of the city and who is consulted on the proposal.</p> <p>Consider a paper on the Council's policy of not providing gas or electric cookers to tenants</p>	<p>Report on devolution to Local Enterprise Partnerships (LEP) and the LEP bidding process. The Chair of the Leeds City Region Partnership, Roger Marsh has been invited to attend the Board for consideration of this item</p> <p>Request by Executive Board to Review Gypsy and Traveller Accommodation Assessment (GTAA) data published in 2008 by Hallam University and any other fresh data in order to contribute towards the policy development process</p>	<p>Update on the implementation and operation of the new housing management arrangements. Report to include details of the annual tenancy review and the tenancy scrutiny panel.</p> <p>Consider how the self-financing Housing Revenue Account is being used to stimulate investment in Council housing and particularly affordable housing</p> <p>Community Infrastructure Levy Update. Work undertaken by Scrutiny Board Sustainable Economy and Culture</p>
Budget & Policy Framework Plans		Consider a period 5 review report on Housing Revenue, General Fund Regeneration & Capital Programme.	
Recommendation Tracking		Update on Private Rented Sector Housing.	Affordable Housing by Private Developers.
Performance Monitoring	Quarter 1 performance not being submitted this month due to review.		

Scrutiny Board (Housing and Regeneration) Work Schedule for 2013/2014 Municipal Year - Last updated 25 February 2014

Area of review	Schedule of meetings/visits during 2013/14		
	January	February 4th	February 25th
Inquiry to be determined		Strategic Economic Plan (joint with SEC)	Strategic Economic Plan Progress Report
Briefings	<p>Update on potential for developing a scheme that would provide cookers and fridges to those tenants in need.</p> <p>East Leeds Extension and East Leeds Orbital Road Update.</p>	<p>Consider an update on the Council's Brownfield Land Regeneration Programme.</p> <p>Update on the implementation of the new housing management arrangements.</p>	<p>East Leeds Extension and East Leeds Orbital Road</p> <p>Consider a report on the checks carried out on prospective council tenants</p> <p>Respond to the review by the Communities and Local Government's Select Committee on the private rented sector</p>
Budget & Policy Framework Plans	Executive Board's initial budget proposals	Consider a position statement on the Housing Revenue, General Fund, Regeneration and Capital Programme accounts	
Recommendation Tracking	Housing Growth		Affordable housing by private developers – recommendations 3(i), 4 and 5
Performance Monitoring		Review of performance indicators	<p>Annual Tenancy Visits</p> <p>Housing on Brownfield Land Progress Tracking</p>

Scrutiny Board (Housing and Regeneration) Work Schedule for 2013/2014 Municipal Year - Last updated 25 February 2014

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
Scrutiny Inquiry		
Briefings	<p>Review the impact and policy implications for the city on the Government's decision to allow home extensions of a specified size under permitted development for a three year period from May 2013</p> <p>Consider the impact of local lettings policies and housing swap schemes</p> <p>Update on developing a scheme that would provide cookers to tenants in need</p>	<p>Update on the implementation and operation of the new housing management arrangements</p> <p>Site Visit - to be identified</p>
Budget & Policy Framework Plans		
Recommendation Tracking		Affordable housing by private developers – recommendations 1, 2, 3(ii), 6 and 9(i)
Performance Monitoring	Housing on Brownfield Land Progress Tracking	Housing on Brownfield Land Progress Tracking

EXECUTIVE BOARD

WEDNESDAY, 5TH MARCH, 2014

PRESENT: Councillor K Wakefield in the Chair

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

190 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt 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 entitled, 'Design and Cost Report for Holbeck Urban Village and Land Assembly Proposals' referred to at Minute No. 203 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 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 is therefore considered that the public interest in maintaining the content of the appendix as exempt outweighs the public interest in disclosing the information. Disclosing the amounts detailed within the appendix will jeopardise the Council's ability to secure the best financial outcome and releasing information could have a detrimental impact upon the financial affairs of businesses that have tenancies at the Round Foundry Media Centre and Leodis Court.
- (b) Appendices A, C, D and E to the report entitled, 'Design and Cost Report: Aire Valley Enterprise Zone - Progress and Next Steps' referred to at Minute No. 205 are designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the contents of the appendices relate to the financial or business affairs of the Council, and therefore it is considered in the public interest that these appendices are designated as exempt from publication.
- (c) Appendix A to the report entitled, 'Aire Valley Park and Ride Proposals' referred to at Minute No. 206 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available

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from the statutory registers of information kept in relation to certain companies and charities. It is therefore considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to, then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchase and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

191 Late Items

With the agreement of the Chair, an updated version of Appendix 1 to agenda item 23 entitled, 'Leeds Core Strategy: Further Pre-Hearing Changes to Policy H7: Accommodation for Gypsies, Travellers and Travelling Showpeople' had been circulated to Board Members for their consideration. (Minute No. 211 refers).

192 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Part A: Outcome of Statutory Notice on Proposals for the Expansion of Calverley Church of England Primary School; Part B: Outcome on a Proposal for the Expansion of Broadgate Primary School; and Part C: Outcome of Statutory Notice on Proposals for the Expansion of Broomfield South SILC and West Oaks SEN Specialist School and College', Councillor A Carter drew the Board's attention to his position on the Board of Governors at Calverley Church of England Primary School.

In referencing the fact that he had previously voted on related matters in his position as a school governor, Councillor Carter emphasised that he would not participate on any vote taken at the Executive Board in respect of Calverley Church of England Primary School. (Minute No. 216 refers).

193 Minutes

RESOLVED – That the minutes of the previous meeting held on 14th February 2014 be approved as a correct record.

ADULT SOCIAL CARE

194 Better Lives Lived - Leeds Local Account of Adult Social Care 2013/14

The Director of Adult Social Services submitted a report introducing the 2013/14 Local Account of Adult Social Care Services in Leeds. The report provided a summary of the main areas of achievement of Adult Social Care and indicated those areas of service identified as requiring further

development to sustain or improve performance. Additionally, the report set out the new responsibilities placed upon councils and explained the Local Account's contribution towards enhancing local accountability to the public and also as a tool to support sector led service improvement.

Members welcomed the content of the Local Account document for the period 2013/2014.

RESOLVED – That the contents of the submitted report, together with the appended Local Account for Leeds, entitled “Better Lives Lived”, be noted.

195 Developing and Empowering Resources in Communities, Adult Social Care

The Director of Adult Social Services submitted a report highlighting the involvement of Adult Social Care in a ground breaking national initiative called Developing and Empowering Resources in Communities (DERIC), which was a community interest company established in May 2012 to find new ways of funding and providing social care in the current context of decreasing resources and increasing demand.

Responding to a Member's enquiry regarding the potential around the support which could be provided to Neighbourhood Network Schemes in Leeds by DERIC, the Board noted that DERIC was a national initiative and that the allocation of funding was provided on a national basis. However, it was also noted that some of the savings generated by the scheme would be used to fund the next tranche of national investment.

In conclusion, the strength of Neighbourhood Networks and the vital role they played throughout Leeds was highlighted.

RESOLVED –

- (a) That the involvement of Leeds City Council in Developing and Empowering Resources in Communities or DERIC be endorsed.
- (b) That the continuing involvement of Adult Social Care in the governance structure of the national DERIC Board be approved, which will be subject to on-going monitoring by the Deputy Director of Adult Social Care, and subject to a six monthly review with the Executive Lead Member.
- (c) That the holding of a contingency fund created from within the current funding base of Adult Social Care be approved in order to enable Leeds City Council to guarantee the loan from DERIC to organisations in Leeds, and that it be noted that funding will be 'drawn down' rather than provided as a lump sum. Leeds City Council will, therefore, only need to ensure it holds sufficient funds to cover the amount that has been received.
- (d) That the future expansion of the use of this fund in Leeds be approved, subject to additional funding being made available from DERIC.

- (e) That approval be given for the Council to provide a guarantee to DERIC in respect of loans provided to organisations in Leeds and that the authority required to conclude the necessary agreements be delegated to the Director of Adult Social Services.

HEALTH AND WELLBEING

196 Better Care Fund: Implications for Leeds City Council

The Director of Adult Social Services submitted a report providing information on the local development of plans for the Better Care Fund (BCF), the conditions of which were released by national government on 20 December 2013. In addition, the submitted report explored the current and future implications for Leeds City Council in relation to the BCF, and highlighted the role which the BCF could play in bringing together partners to address the financial challenge facing the entire health and social care system in Leeds.

Responding to a Member's enquiry regarding the governance and scrutiny arrangements around the BCF initiative, the Board noted the tight timescales which had been involved in getting the Leeds BCF to the current position, that the matter had been considered by Scrutiny Board (Health and Wellbeing and Adult Social Care) and Members were provided with details around the further action which would be taken to keep Members briefed on related matters.

In conclusion, it was noted that a further report would be submitted to a future meeting of the Executive Board regarding the governance arrangements around the initiative and it was suggested that an event for Members be scheduled in the Autumn in respect of the wider implications for the city which would arise from the BCF initiative.

RESOLVED –

- (a) That it be noted that national Government launched the detailed guidance for the Better Care Fund on 20 December 2013, with a requirement for local authorities to develop a joint plan with the relevant CCGs; and requiring its sign off by the local Health and Wellbeing Board.
- (b) That it be noted that there are a number of potentially significant implications for Leeds City Council governance, budgeting and accounting arrangements arising from the requirements to establish a Better Care Fund, but given the tight national timescales at play, details of these are still to be worked through. It also be noted that the Deputy Director of Adult Social Care will continue to lead on the BCF on behalf of Leeds Council and will bring a further report to Executive Board in October 2014, which will advise the Board on the detail of outstanding governance, budgeting and accounting issues.
- (c) That it be noted that the first draft of the Leeds BCF was signed off by the Health and Wellbeing Board on 12 February 2014 as required by

national Government, and that a final version will be signed off and submitted by 4 April 2014.

- (d) That it be noted that this first draft was signed off by the Director of Adult Social Services, in consultation with the relevant Executive Lead Councillors, on behalf of Leeds City Council and that the final version of the BCF plan will also be signed off by the Director of Adult Social Services, in consultation with the relevant Executive Lead Councillors, on behalf of the Council.
- (e) That notwithstanding the resolutions above, the following progress on the BCF to date be noted:-
- Leeds has established 2014/15 as a shadow year of the Better Care Fund through putting in place “pump-priming” arrangements ahead of the first official BCF year in 2015/16.
 - The schemes for the BCF proposed, as per the draft submission as detailed within Appendix A to the submitted report.
 - Whilst national Government has included the Disabilities Facilities Grant within the Better Care Fund proposals, in Leeds, this will not affect the overall budget for housing as it will be passported directly back to Director of Environment and Housing (the local Housing authority) to determine expenditure.
- (f) That a further report be submitted to a future meeting of the Executive Board regarding the governance arrangements around the initiative and that further consideration be given to the potential scheduling of an event for Members in the Autumn in respect of the wider implications for the city which would arise from the BCF initiative.

LEADER OF COUNCIL'S PORTFOLIO

197 Financial Health Monitoring 2013/14 - Month 10

The Deputy Chief Executive submitted a report on the Council's projected financial position for 2013/14 after ten months of the financial year.

RESOLVED – That the projected financial position of the authority after ten months of the financial year be noted.

198 Social Inclusion Fund Consultation

Further to Minute No. 69, 4th September 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to establish criteria for project funding by the Social Inclusion Fund and which identified examples of specific activities that may be funded by the Social Inclusion Fund.

RESOLVED –

- (a) That the funding criteria be approved and that the example projects, which were agreed with partners during a consultation workshop on 24 January 2014 and which are appended to the submitted report, be noted.

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- (b) That the Assistant Chief Executive (Citizens and Communities) be authorised to approve funding, within Financial Procedure Rules, of projects which meet the criteria for funding, as set out within the submitted report.

199 Further review of the Local Welfare Support Scheme

Further to Minute No. 97, 9th October 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing updated details on the Local Welfare Support Scheme and which also set out how the scheme could continue to support the Citizens@Leeds approach to tackling poverty and deprivation.

Members noted and raised concerns regarding the confirmation which had been received that there would be no Government funding for such schemes from 2015/2016 onwards. In emphasising the vital support which the Leeds scheme had provided since its establishment, it was requested that a letter be sent on behalf of the Board to Government highlighting the concerns which had been raised during the meeting regarding the withdrawal of Government funding towards the Local Welfare Support Scheme from 2015/2016 onwards.

RESOLVED –

- (a) That approval be given to the current scheme continuing for 2014/2015.
- (b) That scheme funding be allocated, as set out within paragraph 3.3 of the submitted report.
- (c) That options be developed for emergency support schemes for 2015/2016, in light of the Government decision to discontinue direct scheme funding.
- (d) That a letter be sent on behalf of the Board to Government highlighting the concerns which had been raised during the meeting regarding the withdrawal of Government funding towards the Local Welfare Support Scheme from 2015/2016 onwards.

200 Best Council Plan Update 2014/2015

The Deputy Chief Executive submitted a report which provided information on the work undertaken to review the 6 Best Council Plan 2013-17 objectives and priorities to ensure that they reflected the progress made over the last year, the significant changes to the context in which the Council was working and to fully align the Authority's strategy with the 2014/15 budget. As such, the submitted report presented a revised 'Best Council Plan - Plan on a Page' for approval. Furthermore, the report also set out the next steps in developing the supporting detail.

The Chief Executive emphasised the importance of the 'Plan on a Page' document together with the clear objectives contained within it, and

highlighted the priority which would be given to the continued development of effective cross-directorate working throughout the Council.

RESOLVED –

- (a) That the updated 'Best Council Plan - Plan on a Page' which sets out the Authority's 6 strategic objectives and priorities for the next 3-4 years be approved.
- (b) That the next steps, as outlined within the submitted report, to further develop the rest of the Best Council Plan in time for the start of the 2014/15 financial year be noted.
- (c) That it be noted that the Chief Strategy and Improvement Officer will be responsible for the implementation of such next steps.

(The matters referred to within this minute were designated as being not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules. As the Best Council Plan forms part of the Budgetary and Policy Framework, it is therefore designated as exempt from call in)

201 Extension of Discretionary Business Rates Relief Scheme

Further to Minute No. 235, 24th April 2013, the Deputy Chief Executive and the Director of City Development submitted a joint report which sought approval to extend the guidelines for the award of discretionary rate relief to "for profit" organisations who meet the stated criteria, as now permitted under Section 69 of the Localism Act 2011.

Members welcomed the proposals detailed within the submitted report and the assistance that the extension to the scheme would provide to businesses across the city.

RESOLVED –

- (a) That the proposals to extend the guidelines for the award of discretionary relief for Business Rates from 1st April 2014 be approved.
- (b) That it be noted that the Deputy Chief Executive will be responsible for amending the guidelines for awarding discretionary relief.
- (c) That it be noted that the Chief Economic Development Officer will be responsible for implementing the scheme from 1 April 2014, as outlined within Section 3.5 of the submitted report.

DEVELOPMENT AND THE ECONOMY

202 A647 / B6154 Thornbury Barracks Junction Pinch Point Scheme

The Director of City Development submitted a report which sought approval to implement the A647/B6154 Thornbury Barracks Junction Pinch Point Scheme, at a total estimated cost of £3,433,000.

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The Board welcomed the proposals to improve the Thornbury Barracks junction and the grant funding which had been successfully secured from the Department for Transport's Local Pinch Point fund.

A Member received reassurance to the comments raised in respect of the consultation exercises which had taken place regarding this and other schemes in the area.

RESOLVED –

- (a) That the proposed works, as outlined within sections 3.1 and 3.2 of the submitted report and as indicated on drawing no. "EP-716952-MIS-05" as appended, at an estimated cost of £3,433,000 be noted and approved.
- (b) That authority be given to incur expenditure of £3,433,000 (being £2,983,000 works costs, £400,000 internal staff fee costs and £50,000 other costs, including external staff fee costs), to be funded from a Department for Transport 'Pinch Point' grant of £2,403,000, Section 106 receipts of £142,000 and the LTP Transport Policy Capital Programme of £888,000.
- (c) That approval be given for the release of £142,000 (and any accrued interest) of section 106 monies collected through the Public Transport Improvements and Developer Contributions Supplementary Planning Document.
- (d) That it be noted that the Head of Engineering Services will be responsible for implementation, according to the timescales as set out in paragraph 3.13 of the submitted report.

203 Design and Cost Report for Holbeck Urban Village Land Assembly Proposals

Further to Minute No. 180, 14th February 2014, the Director of City Development submitted a report which sought the Board's agreement to the Council potentially acquiring assets in Holbeck Urban Village in order to support regeneration objectives in the area and to help stimulate economic growth.

Members welcomed the proposals detailed within the submitted report and the regeneration opportunities which they could promote.

In noting the difficulties which had been experienced by the Council in gaining access to Holbeck Viaduct, it was requested that on behalf of the Board, the Chief Executive write to the Chief Executive of Network Rail in order to try and resolve this matter.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information

Procedure Rule 10.4 (3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That agreement be given for the Council to acquire the freehold interest in Leodis Court from the Homes and Communities Agency, in accordance with the terms set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (b) That agreement be given for the Council to take assignment of the lease at the Round Foundry Media Centre, in accordance with the terms as set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (c) That the Director of City Development be authorised, in conjunction with legal services and in consultation with the Executive Member for Development and the Economy and the Deputy Chief Executive, to take steps to finalise and enter in to the agreements with the Homes and Communities Agency (HCA), in order to acquire the freehold interest in Leodis Court and the lease at Round Foundry Media Centre, in accordance with the terms as set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (d) That the injection of the sum identified within exempt Appendix 1 into the capital programme for the purchase of Leodis Court be approved and that authority be given to spend the monies for the purchase of Leodis Court.
- (e) That it be noted that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of resolutions (a), (b) and (c) above, and that the timescales for implementation, as set out within exempt Appendix 1 to the submitted report also be noted.
- (f) That should access to the Holbeck Viaduct not be achieved, then the Chief Executive write to the Chief Executive of Network Rail regarding the difficulties which had been experienced by the Council in gaining access to the Viaduct, in order to try and resolve this matter.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, it is deemed that this report is exempt from call in as any delay in completing the acquisition will have an adverse impact upon the critical path of approvals of the Council and the HCA to complete the transaction and the commercial outcome that the Council achieves).

204 Leeds City Council Input to Leeds City Region Strategic Economic Plan
Further to Minute No. 165, 22nd January 2014, the Director of City Development submitted a report which set out the recommended main

proposals from Leeds City Council to be incorporated into the Leeds City Region (LCR) Strategic Economic Plan.

Members noted that the Leeds City Council submission towards the LCR Strategic Economic Plan would be considered by the Local Enterprise Partnership for inclusion within the overarching LCR Strategic Economic Plan document. In addition, the Board discussed the time period which the Strategic Economic Plan would cover.

RESOLVED –

- (a) That the main emerging priorities from Leeds, which will form the basis for Leeds City Council's submission to the Leeds City Region Strategic Economic Plan, be endorsed.
- (b) That the approach of using the Core Cities "asks" of Government, as the basis for our proposals to Government, through the Strategic Economic Plan and the City Growth Deal, for greater devolution to support economic growth be endorsed.
- (c) That the Chief Economic Development Officer be requested to co-ordinate further work to develop the proposals from Leeds for input into the Strategic Economic Plan, and also to work closely with the Leeds City Region team on the production of the Strategic Economic Plan.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, the exemption from Call In is due to the tight timescales for finalising the Strategic Economic Plan, specifically, the Local Enterprise Partnership Board meeting to consider the draft plan is scheduled for 17th March 2014)

205 Design & Cost Report: Aire Valley Enterprise Zone - Progress and Next Steps

The Director of City Development submitted a report providing an update on the development within the Aire Valley Enterprise Zone and which also sought approval for a series of investment packages, which will trigger, if delivered alongside the development of a new Park and Ride facility within the Aire Valley, major development on up to 3 employment sites within the zone.

Members supported the proposals detailed within the submitted report.

Following consideration of Appendices A, C, D and E to the submitted report, all designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3), which were considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the strategy currently being adopted for the Enterprise Zone of securing investment in infrastructure to open up sites and supporting development of commercial floor space, be approved.
- (b) That the principle for the acceptance of the grant from the Government's "Building Foundations for Growth" (BFG) fund be approved, and that approval of the terms be delegated to the Director of City Development and the Deputy Chief Executive.
- (c) That it be noted that the BFG grant of £8,570,000 has been injected into the capital programme.
- (d) That the principle of entering into individual funding and investment packages, with the individual developers of Logic Leeds, Connex 45 and Temple Green be approved, and that the detailed recommendations relating to this matter, as set out within the exempt Appendix A to the submitted report, also be approved.
- (e) That the principle of prudentially borrowing the money required to fund the investment packages for Logic Leeds and Connex 45, as set out within exempt Appendix A to the submitted report, be approved.
- (f) That the principle of seeking funding from the Revolving Investment Fund for a contribution towards the cost of the investment package for Connex 45, be approved.
- (g) That the injection of funds into the capital programme in respect to the individual investment packages for Logic Leeds and Connex 45, as set out within exempt Appendix A to the submitted report, be approved.
- (h) That the Director of City Development be authorised, in consultation with the Leader, the Executive Member for Development and the Economy, the Deputy Chief Executive and the City Solicitor, to use his delegated powers to spend the BFG grant sums, as identified within exempt Appendix A to the submitted report and that authority to spend also be granted in respect of the individual investment packages as set out within exempt Appendix A.
- (i) That the Director of City Development be authorised, in consultation with the Leader, the Executive Member for Development and the Economy, the Deputy Chief Executive and the City Solicitor to use his delegated authority to enter into any and all necessary documentation, contracts and agreements required to facilitate the delivery of the individual development packages.
- (j) That the resolutions detailed above be declared exempt from the Call In process.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, a delay in completing all the necessary legal documentation as soon as practically possible may have an adverse impact upon the securing of the BFG grant and achieving the programme of works to enable delivery within the specified timeframe)

206 Aire Valley Park and Ride Proposals

The Director of City Development submitted a report providing an update on the progress made towards delivering a Park and Ride site in the Aire Valley within the Enterprise Zone and which also sought approval to move forward with the project.

The Board welcomed the proposals detailed within the submitted report.

Responding to a Member's enquiry regarding the potential for the early delivery of park and ride provision based at Bodington Fields, officers undertook to look into this matter further and respond accordingly to the Member in question.

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

RESOLVED –

- (a) That the principal of a 1000 space strategic Park and Ride site in the Enterprise Zone be endorsed.
- (b) That the principle of progressing the scheme in partnership with Metro via the West Yorkshire Plus Transport Fund (WY+TF) be approved.
- (c) That the provisionally agreed heads of terms agreement with Aire Valley Land Ltd to purchase a 10 acre remediated site for a 1,000 space park & ride facility be approved, subject to funding approval from the WY+TF and planning permission being granted. Also, that any further consideration of terms for the acquisition be delegated to the Director of City Development to consider and approve as appropriate, under the appropriate scheme of delegation, with the concurrence of the Executive Member for Development and the Economy and also the Deputy Chief Executive.
- (d) That the submission of a joint planning application for the 1,000 space park & ride facility in association with Aire Valley Land Ltd. be approved, subject to the WY+TF approval processes.
- (e) That it be noted that Metro will tender for a bus operator to run an exclusive service between the site and the city centre, subject to the WY+TF approval processes.

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- (f) That the following also be noted:-
- i. The stages required to implement the decision, as outlined in section 3.8 of the submitted report.
 - ii. The proposed timescales for implementation, as outlined in section 3.8 of the submitted report.
 - iii. That the Chief Officer Highways and Transportation will be responsible for the implementation of such matters.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, a delay in completing all the necessary legal documentation as soon as practically possible may have an adverse impact on the securing of the BFG grant and achieving the programme of works to enable delivery within the specified timeframe)

207 Local Flood Risk Management Strategy

The Director of City Development submitted a report presenting the Leeds Local Flood Risk Management Strategy and which sought approval to recommend to Council that the Leeds Local Flood Risk Management Strategy be formally adopted.

Members welcomed the comprehensive report and paid tribute to the work which continued to be undertaken by the Flood Risk Management team.

Consideration was given to the issue of building upon flood plains, with emphasis being placed upon the need to ensure that such development was prohibited wherever possible. It was noted that a report on such matters was scheduled to be submitted to a future meeting of the Board.

Emphasis was placed upon the need for the Environment Agency to maintain strong local links with the city, despite the closure of its Leeds based office.

RESOLVED –

- (a) That full Council be recommended to formally adopt the Leeds Local Flood Risk Management Strategy.
- (b) That it be noted that the Head of Engineering Services will be responsible for implementing the strategy once formally adopted.

(The matters referred to within this minute were designated as being not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules. As the Local Flood Risk Management Strategy forms part of the Budgetary and Policy Framework, it is therefore designated as exempt from call in)

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

208 Response to Deputation - "New Farnley Vision Group" concerning the consultation process for the Site Allocations Development Plan Document

The Director of City Development submitted a report setting out the Council's response to the deputation presented to the meeting of full Council on 15th January 2014 by the New Farnley Vision Group.

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

209 Police Community Safety Officers (PCSOs) - Response to Safer and Stronger Communities Scrutiny Board Review

The Director of Environment and Housing submitted a report which outlined the Environment and Housing directorate's response to the recommendations made by the Scrutiny Board (Safer and Stronger Communities) following the Scrutiny Board's review into the role and allocation of Police Community Support Officers (PCSOs) in Leeds .

The report of the Scrutiny Board (Safer and Stronger Communities) entitled, 'Review of the Role, Number and Allocation of Police Community Support Officers in Leeds' was appended to the submitted report for Board Members' consideration.

As Chair of the Scrutiny Board (Safer and Stronger Communities), Councillor Anderson provided the Board with a brief introduction to the findings and recommendations arising from the Scrutiny Board's review.

Having discussed a number of issues associated with the Scrutiny Board review, Members highlighted the vital role played by PCSOs within the community, specifically emphasising the reassuring presence that the officers provided.

RESOLVED –

- (a) That the Director of Environment and Housing be requested to bring back a workable solution on the deployment of PCSOs, following consultation with the Police, with the matter being reported back to a future meeting of the Executive Board.
- (b) That recommendations 2 and 3 of the Scrutiny Board (Safer and Stronger Communities) as detailed within the review report, be supported.

210 Leeds Core Strategy: Inspector's Main Modifications

Further to Minute No. 181, 14th February 2014, the Director of City Development submitted a report which set out the key implications for the Council arising from the schedule of Main Modifications, and which also sought formal approval to publish the modifications for the purposes of consultation.

In response to Members' enquiries, the Board received an update in respect of the work which continued to be undertaken to develop the Council's evidence base in respect of a 5 year land supply for Leeds.

RESOLVED –

- (a) That the 'Main Modifications' to the Core Strategy be approved, in order for these to be advertised, for a 6 week period of consultation.
- (b) That the revisions to the Core Strategy policies for Affordable Housing (H5) and Gypsy's and Travellers (H7) be agreed and published for the purposes of consultation, prior to the May 2014 Hearing sessions.
- (c) That approval be given to the publication of a simplified monitoring framework for the purposes of consultation, subject to agreement with the Executive Member for Neighbourhoods, Planning and Support Services.
- (d) That it be noted that the Head of Forward Planning and Implementation will be responsible for the implementation of such matters, in line with the timescales as set out within the submitted report.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, the inspector has identified a need for Main Modifications to the draft Core Strategy in order to resolve problems that would otherwise make the plan unsound. The Council must therefore agree the Main Modifications and carry out a further public consultation exercise on these if the process is to move forward. Therefore, this report is exempt from Call In given the need to consult on the modifications/changes for 6 weeks and in time for any representations to be considered and evidence prepared prior to the resumed Core Strategy hearing in May 2014)

211 Leeds Core Strategy: Further pre-hearing changes to Policy H7: Accommodation for Gypsies, Travellers and Travelling Showpeople

The Director of Development submitted a report which sought approval of proposed revisions to the Core Strategy Policy H7 in respect of Accommodation for Gypsies, Travellers and Travelling Showpeople, for the purposes of public consultation and also subsequent submission to the Core Strategy Inspector for discussion at the further hearing session in May 2014.

An updated version of Appendix 1 to the submitted report had been circulated to Board Members for their consideration.

RESOLVED –

- (a) That subject to the incorporation of those revisions as detailed within the updated Appendix 1 which had been submitted to Board Members for their consideration, the revised Core Strategy Policy H7 Accommodation for Gypsies, Travellers and Travelling Showpeople be approved for the purposes of: i) public consultation; and ii) subsequent

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submission to the Core Strategy Inspector for discussion at the further hearing session in May 2014.

- (b) That it be noted that the Head of Forward Planning and Implementation will be responsible for implementation of such matters in line with the timescales as set out within paragraphs 5.1 and 5.2 of the submitted report.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case it is deemed appropriate that this matter be exempted from Call In as there is a requirement to maintain progress on the Core Strategy, given the need to conduct a 6 week consultation period prior to the further hearing session scheduled for May 2014)

212 Expansion at Cottingley Springs Site

Further to Minute No. 69, 5th September 2012, the Director of Environment and Housing submitted a report which sought approval to inject £700,000 of available affordable housing S106 funding into the capital programme for the purpose of building 12 additional pitches of accommodation at Cottingley Springs. In addition, the report also sought authority to spend £1,790,000 in order to develop 12 new pitches for the expansion of the Cottingley Springs Site, subject to the outcome of the Local Inquiry to be held by the Secretary of State into this planning application.

RESOLVED –

- (a) That £700,000 of available affordable housing S106 funding be injected into the Capital Programme.
- (b) That authority be given to spend £1,790,000 in order to develop twelve new pitches for the expansion of the Cottingley Springs Site, subject to the outcome of the Local Inquiry to be held by the Secretary of State into the planning application.
- (c) That it be noted that the Director of Environment and Housing will be responsible for the progression of this development and that it also be noted that a further report will be submitted to Executive Board following the outcome of the Local Inquiry.

213 Implementation of the Review of Housing Management Services and Next Steps

Further to Minute No. 47, 17th July 2013, the Director of Environment and Housing submitted a report providing an update on the progress made regarding the delivery of Housing Management Review outcomes. In addition, the report also sought approval to the Housing Advisory Board's proposal that the Council moves away from the Government's decent homes standard and towards the development of a Leeds Housing Standard which gives thermal efficiency more prominence.

By way of introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services highlighted the substantial savings which had been made to date following the implementation of the review. However, emphasis was placed upon the Council's priorities which centred around tenants receiving a consistently high quality service, with particular reference being made to housing repair service provision.

RESOLVED –

- (a) That the considerable progress which is being made to deliver the outcomes of the Housing Management Review be noted, together with the savings that have already been accrued or are forecasted to accrue as the implementation programme progresses.
- (b) That it be recognised that the Government's decent homes standard is no longer the sole investment driver, and that the Director of Neighbourhoods and Housing be requested to undertake work in order to develop a new housing standard for Leeds which takes account of improvement priorities for tenants, particularly around thermal efficiency.

CHILDREN'S SERVICES

214 Response to the Full Council Deputation by the Leeds Children's Mayor, Charlotte Williams: "Leeds Life Cycle"

The Director of Children's Services and the Director of City Development submitted a joint report which responded to the deputation presented to the full Council meeting of 15 January 2014, entitled 'Life Cycle of Leeds'. The deputation was presented by Charlotte Williams, the winner of the Leeds Children's Mayor competition.

Members welcomed the deputation and the number of priorities which had been raised within it. The Board highlighted the importance for children and young people to be involved in consultation processes associated with the development of cycling infrastructure. In addition, Members emphasised the benefits of the 'City Connect' scheme, but also highlighted the importance of 20mph zones within residential areas which could be used as a catalyst to further encourage young people to cycle in their neighbourhood.

RESOLVED –

- (a) That a letter be written to Charlotte on behalf of Executive Board, thanking her for highlighting her vision for improving cycling opportunities for children and young people in Leeds, whilst also offering her the Board's congratulations on being elected as Children's Lord Mayor.
- (b) That approval be given for Leeds City Council to work with key partners in order to ensure that children and young people are explicitly given the opportunity to contribute towards any consultation and development of significant new cycle paths and facilities in the city,

including the 'City Connect' project and on-going developments as part of the West Yorkshire Local Transport Plan (WYLTP) implementation.

- (c) That Charlotte be invited to meet with key members and officers involved in managing the Tour de France event as well as those who are responsible for and ensuring that there is a sustainable legacy post July 2014.
- (d) That Charlotte's wishes as outlined within her deputation, and as detailed below, be noted:-
 - (i) promoting cycling for children and young people;
 - (ii) ensuring children and young people can make safe journeys around the city;
 - (iii) considering developing further cycling paths to places like schools and leisure centres and into the city centre;
 - (iv) providing more safe 'lock up' places for bikes in schools, parks and in the centre of Leeds;
 - (v) supporting potential opportunities for raising funds through sponsorship; and
 - (vi) ensuring Charlotte's wishes are considered at all stages throughout the planning process of delivering a successful Tour de France 2014 and build them into the legacy as and when appropriate.

215 Children Looked After - update report focusing on proposals to further reduce the number of looked after children; particularly those under 5 years of age

The Director of Children's Services submitted a report presenting an analysis of outputs from the 'Turning the Curve' Outcomes Based Accountability (OBA) workshop jointly held by the Children's Trust Board and Health and Wellbeing Board in October 2013 and detailed proposals for the further development of co-ordinated, multi-agency responses aimed at to reducing the number of babies and infants becoming looked after.

Members noted the key parental factors detailed within the submitted report, consistent with both national and international research, which had been identified as common in those cases resulting in children being taken into care.

The Board highlighted the vital importance of early intervention wherever possible, and as such, emphasised the need to ensure that effective inter-directorate and inter-agency work in such matters was maximised.

Responding to a Member's enquiry, the Board received an update regarding the drug and alcohol treatment and recovery service provision, and the flexibility which was available around such provision to ensure that effectiveness of the service was maximised.

RESOLVED –

- (a) That the issues raised within the submitted report be noted and that the importance of such issues be highlighted.

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- (b) That the direction of travel, as outlined within the submitted report be supported.
- (c) That the arrangements for monitoring progress over the next year, as detailed within the submitted report, be agreed.
- (d) That it be noted that the officer responsible for progressing this matter is the Deputy Director, Safeguarding, Specialist and Targeted.

216 Part A - Outcome of Statutory Notice on Proposals for the Expansion of Calverley C of E Primary School; Part B - Outcome on a Proposal for the Expansion of Broadgate Primary School, Horsforth and Part C - Outcome of Statutory Notice on Proposals for the Expansion of Broomfield South SILC and West Oaks SEN Specialist School and College

The Director of Children's Services submitted a report on proposals brought forward to meet the Local Authority's duty to ensure sufficiency of school places. The report was divided into three parts and it sought a final decision on each of the following proposals:-

Part A - Described the outcome of a statutory notice in relation to the expansion of Calverley Church of England Primary School from September 2015, and which sought a decision on this proposal.

Part B - Summarised the outcomes arising from the consultation undertaken regarding a proposal to expand Broadgate Primary School, Horsforth, and which sought permission to publish a statutory notice in respect of such matters.

Part C - Described the outcome of statutory notices in relation to the expansion of special educational needs provision within Leeds for September 2015 and which sought a final decision on such proposals.

With regard to proposals relating to Calverley Church of England Primary School, a Member highlighted the positive impact that such proposals would have, once all issues relating to access had been resolved.

Responding to a Member's comments regarding the increasing levels of demand for school places, the Board received an update on the ongoing cross-directorate work being undertaken to address such matters throughout the city.

RESOLVED –

Part A:

- (a) That the expansion of Calverley Church of England Primary School from a capacity of 315 to 420 pupils, with an increase in the admission number from 45 to 60 with effect from September 2015, be approved.

Part B:

- (a) That the publication of a statutory notice to expand Broadgate Primary School from a capacity of 210 pupils to 420 pupils, with an increase in the admission number from 30 to 60 with effect from September 2015, be approved.

Part C:

- (a) That the expansion of Broomfield South SILC from a capacity of 200 to 250 pupils with effect from September 2015 using a site adjacent to the school, Broom Court (Broom Place, Leeds, LS10 3JP) with effect from September 2015, be approved.
- (b) That the expansion of West Oaks SEN Specialist School and College from a capacity of 200 to 350 pupils by the creation of an additional site for 150 children and young people aged 2 to 16 on the former Blenheim Centre (Crowther Place, Leeds, LS6 2ST) with effect from September 2015, be approved.

Parts A-C:

- (a) That it be noted that the Head of Service, Strategic Development and Investment is responsible for implementing such decisions by September 2015.

(Earlier in the meeting, Councillor A Carter had brought the Board's attention to his position on the Calverley Church of England Primary School Board of Governors. As he had previously voted in his capacity as school governor on matters relating to those detailed within the submitted report regarding the Primary School, Councillor Carter did not participate in any vote taken at the Executive Board meeting in relation to the school)

ENVIRONMENT

217 Design and Cost Report: Kirkstall Road Transfer Loading Station (TLS) and Household Waste Sorting Site (HWSS)

The Director of Environment and Housing submitted a report providing an update on the progress made regarding the design development and cost estimates for the refurbishment of Kirkstall Road Transfer Loading Station (TLS) and Household Waste Sorting Site (HWSS). In addition, the report detailed the intention of Environment and Housing to value engineer the scheme down from a RIBA stage D total of £4,300,000, prior to the issue of tenders. Finally, the report sought authority to spend up to £4,300,000 from existing budget provision (capital scheme no 16169) on the refurbishment.

RESOLVED –

- (a) That the RIBA stage D designs and cost estimates for the redevelopment of Kirkstall TLS and HWSS be approved.
- (b) That expenditure up to a limit of £4,300,000 from existing budget provision (capital scheme 16169) on the redevelopment of Kirkstall TLS and HWSS, be authorised.

- (c) That the further development of designs and the procurement of a contractor to carry out construction work at Kirkstall TLS and HWSS be approved.
- (d) That the following be noted:-
 - (i) The actions required to implement the resolutions (above);
 - (ii) The proposed timescales to undertake the proposed works, as detailed within paragraph 3.2.1 of the submitted report; and
 - (iii) That the Chief Officer Waste Management will be responsible for the implementation of such matters.

LEISURE AND SKILLS

218 Leeds International Piano Competition

The Director of City Development submitted a report responding to the issues raised by the deputation presented to the meeting of full Council on 15th January 2014 in respect of Leeds International Piano Competition, the spokesperson for which was Dame Fanny Waterman.

Members highlighted the significant contribution that the Leeds International Piano Competition made towards the city's cultural offer. In addition, emphasis was placed upon the competition's importance when considering the international recognition which it brought to Leeds.

RESOLVED – That it be noted that free use of the Civic Hall has been granted to the Piano Competition in 2015.

DATE OF PUBLICATION: FRIDAY, 7TH MARCH 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 14TH MARCH 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 17th March 2014)

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