



SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 19th November, 2013 at 10.00 am

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

MEMBERSHIP

Councillors

- M Rafique (Chair) - Chapel Allerton;
D Cohen - Alwoodley;
M Lyons - Temple Newsam;
P Wadsworth - Guiseley and Rawdon;
R Harington - Gipton and Harehills;
M Ingham - Burmantofts and Richmond Hill;
J McKenna - Armley;
J Chapman - Weetwood;
A Castle - Harewood;
D Coupar - Cross Gates and Whinmoor;
A Khan - Burmantofts and Richmond Hill;
J Marjoram - Calverley and Farsley;

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 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 this 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 - 8 OCTOBER 2013</p> <p>To confirm as a correct record, the minutes of the meeting held on 8 October 2013</p>	1 - 6
7			<p>SCRUTINY INQUIRY - APPRENTICESHIPS</p> <p>To consider evidence as the first session of the Board's inquiry on apprenticeships</p>	7 - 28
8			<p>DRAFT TERMS OF REFERENCE - SCRUTINY BOARD INQUIRY ON CULTURAL ORGANISATIONS' ENGAGEMENT WITH COMMUNITIES</p> <p>To consider the draft terms of reference for the Board's inquiry into cultural organisations' engagement with communities</p>	29 - 30
9			<p>WORK SCHEDULE</p> <p>To confirm the Board's work schedule for the remainder of the year</p>	31 - 52

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			DATE AND TIME OF NEXT MEETING Tuesday 17 December 2013 at 10.00am (Pre-meeting for all Board Members at 9.30am)	

Agenda Item 6

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 8TH OCTOBER, 2013

PRESENT: Councillor M Rafique in the Chair

Councillors M Lyons, P Wadsworth,
R Harington, M Ingham, J McKenna,
J Chapman, A Castle, D Coupar, A Khan,
J Marjoram and G Wilkinson

40 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following items as supplementary information:

- Request for Scrutiny – submission from Mr George Hall (agenda item 8) (Minute 45 refers)
- Tour de France – Grand Depart Tour de France Location Plan v2 (agenda item 9) (Minute 46 refers)

41 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting. However, in relation to the item entitled Request for Scrutiny, Councillor Wilkinson drew the Board's attention to his son in law's part ownership of a Protected Area of Search (PAS) site in Wetherby (minute 45 refers).

42 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor D Cohen, with Councillor G Wilkinson in attendance as a substitute.

43 Minutes - 17 September 2013

RESOLVED – That the minutes of the meeting held on 17 September 2013 be confirmed as a correct record.

44 Draft terms of reference - Scrutiny Board inquiry on apprenticeships

The Board considered the draft terms of reference for its planned inquiry on apprenticeships, due to start in November. Members stressed the importance of action to support young people who do not have the necessary qualifications to access apprenticeship schemes.

Councillor Chapman agreed to keep the Children and Families Scrutiny Board informed of the inquiry, in her role as Chair of that Board. It was also agreed that the recent report of the Children and Families Scrutiny Board on increasing the number of young people in employment, education or training

would be circulated as background for this inquiry, along with the latest recommendation tracking information.

RESOLVED – That the terms of reference for the inquiry be agreed, subject to the inclusion of the above comments.

45 Request for Scrutiny

The Board considered a request for scrutiny in relation to developers and the planning process.

In attendance to address the Board and answer Members' queries were:

- Mr George Hall, presenting the request
- Phil Crabtree, Chief Planning Officer.

Mr Hall outlined his request, in line with the document he had previously submitted, relating to the activities of developers in the planning process.

Phil Crabtree clarified that the council operated good practice guidance, but that developers could not be made to abide by this guidance. There was evidence of good practice by some developers, but this was not always the case. The council was also unable to prevent the submission of applications for Protected Area of Search (PAS) sites.

In discussion, Members expressed their sympathy with Mr Hall's concerns about developers who did not follow good practice guidelines. They also noted the work undertaken last year by the Housing and Regeneration Scrutiny Board (of which Mr Hall was a co-opted Member) on pre-application guidance.

RESOLVED

- i) That Mr Hall be thanked for bringing his concerns to the attention of the Scrutiny Board, but that the request for scrutiny be refused on the grounds that it was unlikely that any useful outcome could be achieved.
- ii) That the Joint Plans Panel be recommended to consider and adopt the revised good practice guidance on pre-application engagement, following the input of the Housing and Regeneration Scrutiny Board last year.

46 Tour de France

Members considered a report on engaging local people in the Tour de France. In introducing the report, a short DVD was shown.

In attendance to address the Board and answer Members' queries were:

- Councillor Lucinda Yeadon, Executive Member for Leisure and Skills
- Councillor Roger Harington, Cycling Champion

- Cluny Macpherson, Chief Officer (Culture and Sport)
- Peter Smith, Tour de France Team
- Ed Mylan, Chief Officer, Resources and Strategy
- Mark Allman, Head of Sport and Active Lifestyles
- Andrew Hall, Acting Head of Transport Policy
- Dinah Clark, Policy and Performance Manager
- Nicola Lockwood, Tour de France Team

Members were provided with an update on the preparations and planning for the Grand Depart in July 2014, but they were also asked to put forward their own ideas for ways in which to make the event as widely accessible as possible.

The following issues were raised in discussion:

- The logistics operation that was underway for the event itself
- Plans to keep the rest of the city functioning during the event
- The importance of good, early communication, particularly around any restrictions on traffic movement
- Making local people aware of the scale of the event and how many spectators there are likely to be trying to view the event
- The opportunity to promote the city
- Plans for a number of spectator hubs along the route
- The cultural festival and the availability of grants
- The Travel Plan for the event
- Public transport access from the airport
- Park and Ride provision
- Regional coordination between highways authorities to prepare the route
- Encouraging people to avoid planning big events for the same weekend
- Coordination with Harewood House
- Safe cycle access to the event
- The cycling legacy

The following ideas were also put forward for further consideration:

- The possibility of having hub areas away from the route where people could watch the event on big screens and take part in local celebration events
- Providing low-cost accommodation for travelling spectators in tented areas, with dedicated transport to and from the event
- Young people cycling the route or creating local routes through other parts of Leeds during the build-up
- Having an event during the build-up like the Olympic torch relay
- Getting cycling clubs and famous cyclists into schools
- Taking the DVD to all Area Committees to encourage them to think about the opportunities in their area and to consider contributing funding for local activities connected with the main event

- Approaching local landowners to negotiate additional park and ride provision and encourage public transport access to the city for the event
- Providing advice on safe cycling and good routes, including roadshows and website presence
- Developing schemes where volunteers restore unwanted bikes and pass them on for free, based on the example at Meanwood Valley Urban Farm

RESOLVED – That the ideas put forward be noted and that a further report on the preparations for the event be brought to the Board in spring 2014.

(Councillor J McKenna left the meeting at 11.10 and Councillor M Ingham left at 11.20 during the discussion of this item.)

47 Residents' Parking Permit Schemes

The Board considered a report which provided an update on proposals to introduce charges for residents' parking permit schemes, including a summary of the findings of the consultation process carried out over the summer.

Following a request for scrutiny from a member of the public, Ms Kath Field, in July, the Board decided to scrutinise the proposals, following the consultation period and prior to final proposals being presented to the Executive Board.

In attendance to address the Board and respond to Members' queries were:

- Councillor Richard Lewis, Executive Member for Development and the Economy
- Andrew Hall, Acting Head of Transport Policy
- Mark Jefford, Parking Manager Enforcement
- Simon Criddle, Head of Finance, City Development
- Kath Field, resident

The following issues were raised in discussion:

- The high response rate to the consultation
- Residents' parking permit schemes as a traffic management tool
- The implications of the Barnet judgement and how this might impact on the viability of the proposals.
- The concerns of residents expressed in the consultation responses
- A concern that the costs of collecting the charge could exceed the income generated
- A query about the proposal to move to an annual charging cycle
- The potential drop-out rate, especially from those opposed to the introduction of schemes in the first place, and those with drives
- The potential for parking problems to be displaced as people parked outside zones instead of buying permits

- The number of schemes that might require reviewing in the light of consultation responses and the lack of current budgetary provision to undertake such reviews
- The additional financial burden for residents on low incomes
- The role of parking enforcement, both for residents' parking permit areas and more generally, as part of the overall suite of traffic management and parking control measures available to the council
- Acknowledgement of the need to consider the introduction of charges, in the context of the council's difficult financial position, but that not all ideas that are considered in this way should necessarily be implemented
- Alternative options for covering the costs of this service, for example through parking enforcement

RESOLVED – That the Principal Scrutiny Adviser produce a summary of the Board's comments to be submitted with the report to the Executive Board.

(Councillor J Marjoram left the meeting at 12.10, Councillor G Wilkinson left at 12.20 and Councillor R Harington left at 12.30 during discussion of this item. Councillor P Wadsworth left at 12.40 at the conclusion of this item)

48 Recommendation Tracking

The Board considered a report tracking outstanding recommendations from its inquiry report on young people's engagement in cultural, sporting and recreational activities. Members agreed to stop monitoring recommendation 9 relating to sponsorship, on the grounds that it was likely that as much progress had been achieved as could reasonably be expected in the current financial climate.

RESOLVED – That the Board receive a further progress report in relation to recommendation 3 in spring 2014, and that the Board stops monitoring recommendation 9.

49 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which set out the latest version of the Board's work schedule.

RESOLVED – That the work schedule be agreed.

50 Date and Time of Next Meeting

Tuesday 19 November at 10.00am (a pre-meeting will start at 9.30am for Board members.)

(The meeting finished at 12.45pm)

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 19 November 2013

Subject: Scrutiny Inquiry – Apprenticeships

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. The Board decided in June that it wished to carry out an inquiry on jobs and skills this year. A working group meeting was held on 9 September to meet with representatives from City Development to scope the inquiry. Members of the working group identified apprenticeships as the focus for the inquiry, resulting in the attached terms of reference for the inquiry being agreed by the Board (Appendix 1).
2. The first formal session of the inquiry was scheduled for November. A report from the Director of City Development is attached providing evidence for this session of the inquiry (Appendix 2). Officers from City Development and Children’s Services will be at the meeting to respond to members’ questions and comments.
3. The next session of the inquiry is scheduled for the Board’s meeting on 21 January 2014, as set out in the terms of reference.

Recommendation

4. The board is requested to consider the issues raised by this session of the inquiry.

Background documents¹

None used

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.

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

INQUIRY INTO APPRENTICESHIPS

TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting in June 2013, the Board identified jobs and skills as a priority area of work for the coming year. It was agreed that a working group would meet with officers from City Development to consider a focus for the inquiry.
- 1.2 The working group met on 9 September 2013 and proposed that the inquiry should focus on apprenticeships. This decision was made in the context of an explicit intention to carry out further subsequent inquiry work on other aspects of the employment and skills agenda in the future.
- 1.3 The following issues were identified as shaping the inquiry:
 - High and sustained levels of unemployment among young people, particularly in the more deprived areas of the city
 - There are a number of apprenticeship vacancies across the city which are not attracting applicants
 - The availability of useful local data about apprenticeships
 - The recent changes in the information, advice and guidance service available to young people
 - The important role of parents and carers in influencing young people's choices about future employment, education and training
 - A general lack of awareness and understanding of the range and variety of apprenticeships available, the benefits and how to access these
 - Potential barriers to accessing apprenticeships, including qualification requirements, and how these can be overcome
 - Levels of pay
 - The council's role in supporting and promoting apprenticeships both city-wide and at a local level
 - The council's own role as a major employer in the city
- 1.4 There is a clear link to the findings of the inquiry report published in April 2013 by the Children and Families Scrutiny Board following its inquiry into increasing the number of young people in employment, education or training. The inquiry also builds on previous work carried out by the Sustainable Economy and Culture Scrutiny Board focused on the council's use of its planning and procurement powers to promote employment and skills opportunities. The recommendations from both of these inquiries are still being actively monitored by the respective Scrutiny Boards. Any relevant information emerging from that monitoring process will be incorporated into the evidence for this

inquiry. The Chair of the Children and Families Scrutiny Board is also a member of the Sustainable Economy and Culture Board and will keep the Children and Families Board updated on this inquiry.

2.0 Scope of the inquiry

2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

- The role of apprenticeships in getting Leeds residents into sustained employment
- How best to make information about apprenticeships accessible to young people, parents, employers, schools and other relevant partners
- The availability of pre-apprenticeship provision, traineeships and support for those not meeting the initial requirements for functional skills
- Whether there is anything more the council could be doing as a major employer to support apprenticeships.

3.0 Desired Outcomes and Measures of Success

3.1 The decision to undertake this Inquiry has been based on the city priority to drive the sustainable growth of the Leeds economy to support business growth and meet the skills needs of businesses in key growth sectors. In conducting the Inquiry the Board wishes to promote access to employment and skills development through apprenticeships to support business growth and as one route to tackling youth unemployment levels in the city.

3.2 It is also important to consider how the Scrutiny Board will deem if its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

3.3 Some potential initial measures of success are:

- Increased number of apprenticeship starts in the city (by age and gender)
- An increase in the percentage of successful applications for apprenticeship by Leeds residents
- A reduction in the percentage of unfilled apprenticeship vacancies
- An increase in the number of Leeds residents supported to be ready to take up an apprenticeship

4.0 Comments of the relevant Director and Executive Member

- 4.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference.

5.0 Timetable for the inquiry

- 5.1 The Inquiry will take place over two formal Scrutiny Board sessions, supplemented by a working group meeting to engage with young people, with a view to issuing a final report in the spring of 2014.
- 5.2 The length of the Inquiry is subject to change.

6.0 Submission of evidence

6.1 Session one – 19 November 2013

The evidence for this session is aimed at providing an overview of apprenticeships for the Board. It will include input from Executive Members and Leeds City Council officers, covering the following information:

- Background information about what an apprenticeship is and the range of opportunities available
- The benefits of apprenticeships as a career pathway compared to other options for young people
- Data on the apprenticeship opportunities available in Leeds
- Information on how apprenticeship opportunities are promoted to young people nationally, city-wide and at a locality level
- Information on pre-apprenticeship provision, traineeships and support for those not meeting the initial requirements for functional skills
- General information on the work of Employment and Skills with education and business partners in brokering apprenticeship opportunities in Leeds
- Information on the council's commitment as an employer to apprenticeships

6.2 Session two – 21 January 2014

The evidence for this session will enable the Board to broaden the debate through discussion with partners. It will include input from Executive Members, Leeds City Council officers and other key stakeholders, covering the following information:

- The role of schools and colleges in providing impartial information, advice and guidance, including information about apprenticeships
- The role of the Connexions service in supporting young people to access apprenticeships

- The role of the National Apprenticeship Service and the role of the Apprenticeship Training Agency and the Apprenticeship Hub in Leeds
- The role of employers in providing apprenticeships and promoting apprenticeship opportunities to young people
- The training aspect of apprenticeships

6.3 A working group session will be arranged to hear young people's views directly.

7.0 Witnesses

7.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Executive Member for Jobs and Skills
- Executive Member for Children's Services
- City Development
- Children's Services
- Schools
- igen
- National Apprenticeship Service
- Apprenticeship Training Agency
- Employers
- Training providers including FE colleges
- Young people

8.0 Equality and Diversity / Cohesion and Integration

8.1 The Equality Improvement Priorities 2011 to 2015 have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

8.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.

8.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.

8.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

9.0 Post inquiry report monitoring arrangements

- 9.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 9.2 The monitoring will be undertaken by the Board. This will be done at regular intervals appropriate to the content of the recommendation.

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Report of the Chief Officer Employment and Skills

Report to Scrutiny Board (Sustainable Economy and Culture)

Date 19 November 2013

Subject: Inquiry into Apprenticeships

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. Apprenticeships are a key tool to promote access to employment and skills development to support business growth and as one route to tackling youth unemployment. This report is provided as part of the evidence base to assist the Board to develop an overview of apprenticeships in the context of the city priority to drive the sustainable growth of the Leeds economy to support business growth and meet the skills needs of businesses in key growth sectors.
2. The report provides an overview of apprenticeships, how they are delivered, government policy and the current position on apprenticeship in Leeds. The Council has both a local leadership role and as an employer and the report sets out the current and planned partnership activity through two main delivery programmes - the Apprenticeship Hub and Leeds Apprenticeship Training Agency.
3. Despite significant investment by the government, local partners and business, there has been a fall in the number of young people under 19 years of age starting an apprenticeship. Further work is required to raise awareness of the benefits of apprenticeships and the wide range of opportunities available to this group.

Recommendations

4. Members of Scrutiny Board are asked to note and comment on the contents of the report.

1 Purpose of this report

- 1.1 This report provides an overview of apprenticeships covering how they are delivered, government policy and the current position on apprenticeship numbers in Leeds. Section 3 of the report covers the mechanics of apprenticeships. Section 4 summarises the current Government policy position and Section 5 details the recent and current statistics for Leeds.
- 1.2 Section 6 outlines the Council's leadership role in the city and as an employer. Sections 7 and 8 of the report provide an overview of the City's current and planned partnership activity through two main programmes of delivery - the Apprenticeship Hub and Leeds Apprenticeship Training Agency.

2 Background information

- 2.1 As set out in the Inquiry terms of reference approved on 8 October 2013, this report is provided as part of the evidence base to assist the Board to develop an overview of apprenticeships in the context of the city priority to drive the sustainable growth of the Leeds economy to support business growth and meet the skills needs of businesses in key growth sectors. Apprenticeships are a key tool to promote access to employment and skills development to support business growth and as one route to tackling youth unemployment.

3. Background Information on Apprenticeship

- 3.1 An apprenticeship is a job with an accompanying skills development programme. It allows the apprentice to gain technical knowledge and real practical experience, along with functional and personal skills, required for their immediate job and future career. These are acquired through a mix of learning in the workplace, formal off the job training and the opportunity to practice and embed new skills in a real work context. This broader mix differentiates the apprenticeship experience from training delivered to meet narrowly focused job needs. On completion of the apprenticeship the apprentice must be able to undertake the full range of duties, in the range of circumstances appropriate to the job, confidently and competently to the standard set by the industry.
- 3.2 An apprenticeship is made up of a group of qualifications, called a framework, devised by employers. It includes an NVQ (Competency element), a qualification such as a BTEC or City and Guilds (Technical element) and qualifications in key skills such as problem solving or information technology (Key Skills element). These nationally recognised qualifications give the apprentice transferable skills and the modular style of delivery enables the apprentice to achieve milestones throughout the apprenticeship. There is currently a wide choice of over 200 approved frameworks across 80 sectors covering over 1,200 job roles.
- 3.3 Apprenticeships are offered at three levels:
 - **Intermediate Apprenticeship** (NVQ Level 2) - on completion this is equivalent to 5 A* – C GCSEs.
 - **Advanced Apprenticeship** (NVQ Level 3) - on completion this is equivalent to 2 A-Levels.
 - **Higher Apprenticeships** - on completion this is equivalent to a foundation degree.

- 3.4 Apprenticeships have a minimum duration of a year for those aged 16-18 to take account of the level of experience this age group will bring to the employer. The time taken will depend on the ability of the apprentice and the employer's requirements but on average an Apprenticeship will take one year to complete, an Advanced Apprenticeship two years and a Higher Apprenticeship between three and four years to complete. This though can vary between sectors.
- 3.5 Candidates must be over 16, not in full-time education or a graduate and live in England. There are no set qualification entry requirements; each apprenticeship is different and will require a different set of skills and abilities. As all apprentices are employed in real jobs, candidates therefore need to be work ready.
- 3.6 The government currently directly funds the organisation delivering the training (a college or training provider) at the following levels:-
- full course costs if 16-18 at time of programme start
 - 50% 19-25 and

It is assumed that the balance of costs is funded through the employer for those aged 19 – 25. 24+ Advanced Learning Loans are available to learners aged 24 or above to pay the fees charged by colleges and training providers for courses at Level 3 and Level 4, or Advanced and Higher Apprenticeships.

- 3.7 As an employee, the apprentice receives the same benefits as other employees including wages paid by the employer. The national minimum wage rate for 16 - 18 year old apprentices is £2.68, however, many employers pay more. On average an apprentice can earn £170 per week with some apprentices earning £210 per week. Salaries vary and can be dependent on sector, age of apprentice and Apprenticeship level.

The National Minimum Wage rate (per hour)

Year	21 and over	18 to 20	Under 18	Apprentice*
2013 (from October)	£6.31	£5.03	£3.72	£2.68
2012	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

*This rate is for apprentices under 19 or those in their first year. If 19 or over and past the first year, the apprentice receives the rate that applies to their age.

- 3.8 Most of the apprentice's time will be in employment as most training takes place on the job. For the rest of the time the apprentice studies for technical and key skills qualifications. This can be at a local college or a specialist training provider. Sometimes it can be delivered at the workplace in a training environment. Off-the-job training can be completed on day release or over a number of days in a block; the amount of time is dependent on the type of apprenticeship.
- 3.9 Apprentices have a mentor to support them at work and throughout their time on their apprenticeship. A mentor ensures the apprentice is given training that offers the skills needed for the job, satisfies national standards and fits the apprentice's personal requirements.

3.10 The National Apprenticeship Service statistics indicate that after completing an apprenticeship, the majority of apprentices (85%) will stay in employment, with two-thirds (64%) staying with the same employer. A third (32%) of all former apprentices had received a promotion within 12 months of finishing, and of those in work, three quarters (75%) reported taking on more responsibility in their job. Employers state that qualified apprentices are 15% more employable than those with other qualifications. The opportunities for career progression are increasing with the expansion of Higher Apprenticeships. These are equivalent to degrees and there are an increasing number of these specialised and highly skilled Apprenticeships being made available giving apprentices the chance to continue their professional development.

4. The Delivery Framework and Government Policy

4.1 The National Apprenticeship Service (NAS) supports, funds and co-ordinates the delivery of Apprenticeships throughout England. NAS is responsible for increasing the number of Apprenticeship opportunities nationally and providing a dedicated, responsive service for both employers and learners.

4.2 The National Apprenticeship website www.apprenticeships.org.uk provides information and advice to support learners and businesses. It includes interactive tools including the NAS Apprenticeship Vacancies (NAS AV) on-line application service which all vacancies must be advertised on. Vacancies are updated regularly and businesses and learning providers can directly place their opportunities on the site.

4.3 NAS works directly with large employers through a national key account management system. NAS works through regional offices but has limited resources to reach out effectively to engage SME businesses. However, 99% of all businesses are SMEs and the proportion of take up of apprenticeships in SMEs is just under 10% which is less than half that of larger companies. For this reason and to make best use of resources and avoid duplication of provision, the role of local agencies is primarily focused on SMEs. NAS proactively works with partnerships led by local authorities, local enterprise partnerships and local employment and skills partnerships where these exist to support these approaches.

4.4 The Specification of Apprenticeship Standards for England (SASE) sets out the minimum requirements to be included in a recognised English framework. Compliance with the SASE is a statutory requirement of the Apprenticeships, Skills, Children and Learning (ASCL) Act. The majority of frameworks set the level of guided learning hours well above the minimum in SASE and also give a clear indication of the length of the programme. Providers must ensure that their delivery models are structured to deliver these framework requirements.

4.5 Through NAS, the Government currently offers Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24). The grant of £1,500 is aimed at helping eligible employers to offer young people employment through the Apprenticeship programme by providing wage grants to assist employers in recruiting a young apprentice.

4.6 There have been significant changes to apprenticeship provision in recent years. The current Government supported an expansion of apprenticeship numbers

through increased funding allocations which prioritised 16-24 years. Initially this supported a growth in the number of programme-led apprenticeships through colleges and large training providers. These were programmes which offered work experience that enabled students to complete the work based learning element of the framework but where the individual was not directly employed. Concerns about the quality of provision and adverse media about a number of providers that delivered short courses where learners had little chance of securing employment, led the Government to review provider registrations and introduce a minimum period of 12 months for apprenticeships.

- 4.7 Subsequently there have been 3 reviews – the Commons Select Committee Review requested by MPs in October 2012, the Holt Review May 2012 with a focus on meeting the needs of SMEs and the Richards Review November 2012 taking a medium to long term view to ensure that apprenticeships meet the needs of the changing economy; deliver the qualifications and skills which employers need; and to ensure that government is maximising the impact of public investment in apprenticeships. The key themes of the reviews were:-
- Redefining Apprenticeships –to be targeted only at those who are new to a job or role that requires sustained and substantial training.
 - Focusing with greater rigour on the outcome of an Apprenticeship with independent assessment
 - Recognised industry standards should form the basis of every Apprenticeship – employers and other organisations with relevant expertise should design and develop Apprenticeship qualifications for their sectors
 - All apprentices should reach a good level in English and Mathematics before they can complete their Apprenticeship.
 - Government funding must create the right incentives for Apprenticeship training – the purchasing power for investing in Apprenticeship training should lie with the employer.
 - Far greater diversity and innovation in training should be encouraged with employers and government taking a more active role in quality.
- 4.8 In March 2013 the Government published The Future of Apprenticeships in England: Next Steps from the Richard Review. In this consultation document, the Government signalled that it broadly supported the recommendations of the Richards Review. Other changes include, the introduction earlier this year of traineeships to better prepare those individuals that are not job ready or lack English and Mathematics at Level 2. The Government has also recently consulted on changes to the funding system to link this to achievement and routing this through employers. It has set out 3 options for funding mechanisms for apprenticeships and has indicated it will announce the future approach later this year.
- 4.9 On the 28 October 2013, the Government published 'The Future of apprenticeships in England: Implementation Plan'. This responds to the series of consultation documents above and sets out policy, process and timescales for implementing changes. The Government aims to ensure that apprenticeships become more rigorous and more responsive to the needs of employers and will seek to improve the quality of apprenticeships by introducing:

- higher expectations on English and Maths and grading, eg pass, merit and distinction
- an increased emphasis on assessment at the end of an apprenticeship.

4.10 The two academic years 2015/16 and 2016/17 will be the key period of transition to full implementation of the reforms. 'The Future of Apprenticeships in England: Guidance for Trailblazers' published on 28 October 2013 sets out the next steps for this work across 8 sector trailblazers involving employers developing new frameworks. These are:-

- Aerospace, Aerospace Manufacturing Fitter.
- Automotive, Automotive Mechatronics Maintenance Technician.
- Digital Industries, Software Development and Networking.
- Electrotechnical Installation, Electrician and Maintenance Electrician.
- Energy and Utilities, Maintenance Engineers.
- Financial Services, Compliance and IFA Network Administration
- Food and Drink Manufacturing, Food and Drink Maintenance Engineer.
- Life Sciences & Industrial Sciences, Laboratory Technician, Science Manufacturing Technician and Medical Technology Technician.

5. Apprenticeship provision in Leeds

5.1 A number of measures are used by NAS to track progress on apprenticeships – the number of apprenticeship starts, apprenticeship completions and success rates by age groups 16-18 years, 19-24 years and 25 years plus. These data is collected nationally and is made available at the national, regional local authority district level. Data is measured across academic years (August- July) and collated and disseminated quarterly with a time lag of around 3 to 6 months. Data is not available at the sub-district level and information on ethnicity of learners is not provided.

5.2 Leeds has experienced a lower than average number of apprenticeship starts until recently when increases have been supported by changes in Government policy and action taken through local partnership working.

Table 1 Apprenticeship Starts in Leeds

Academic year	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13
Number	2,100	2,320	2,770	2,830	3,650	6,946	7,204	6,576

5.3 The Leeds Apprenticeships Steering Group has enabled partnership working between local partners and the National Apprenticeship Service to increase and sustain the growth in the number of young people starting their careers through apprenticeship. The partnership held challenge events for businesses, business sponsored competitions for young people, apprenticeship fairs and sponsored a school engagement programme and resource pack taken up by 19 of the 38 high schools and academies and established an Apprenticeship Award ceremony now in its third year. After a significant increase in starts in Leeds in 2010/11 and 2011/12, the figures for the 2012/13 academic year represents a 8.7% fall on the previous year.

- 5.4 The figures for apprenticeship starts in the 2012/13 academic year by age and level are shown in the table below.

Table 2 Apprenticeship Starts 2012/13

Starts	16-18 yrs	19-24 yrs	25 yrs and over	
Level 2	1028	1308	1519	
Level 3	440	811	1391	
Level 4	5	25	49	
Total	1,473	2,144	2,959	6,576

The above figures are provisional and will not be confirmed until February 2014.

- 5.5 The total number of Apprenticeship starts in 2012/13 for 16-18 year olds was 1,473 compared to 2,264 over the previous year showing a 34.9% decrease. The frameworks with the largest number of starts were Business Administration and Law (415), Retail and Commercial Services (341), Engineering (311), Health, Public Services Care (150), Construction Planning and the Built Environment (110), Leisure, Travel and Tourism (73), Information and Communication Technology (37), Agriculture, Horticulture and Animal Care (30). Success rates in 2011/12 at 74.3% compare well with the regional rate of 74.6% and above the national rate of 73.1%.
- 5.6 While the decline in number of starts in this age group reflects the national picture it is more marked in Leeds. Possible reasons for decline in the number of 16-18 year starts include changes to the provision and the provider base in Leeds which included the cessation of programme-led and shorter term apprenticeships which have been removed as part of the Government's drive to improve quality. The shift in responsibilities for Information, Advice and Guidance from the local authority to individual learning institutions and the smaller cohort of 16-18 years may also be contributory factors.
- 5.7 There has been a 1.7% increase in the number of starts by 19-24 year olds with 2,144 starts in 2012/13 compared to 2,109 in the previous year. The following frameworks had the largest number of 19-24 years starts - Health & Social Care (261), Business Administration (253), Customer Service (245), Retail (209), Hospitality and Catering (203), Management (148), Childcare and Learning Development (89), Construction (82), Hairdressing (56) and Accountancy (49). The success rate in 2011/12 at 74.5% is below the regional rate of 77.7% and national rate of 75.9%.
- 5.8 The total number of apprenticeship starts for 25 years plus in 2012/13 increased by 4.5% to 2,959 compared to 2,831 in the previous year. The following frameworks had the largest number of starts - Health & Social Care (778), Management (462), Customer Service (430), Business Administration (214), Retail (178), Hospitality and Catering (138) Industrial Applications (115), Childcare and Learning Development (90). The total number of Higher Apprenticeship starts (all ages) has also increased to 79 from 45 in the previous year. The success rate in 2011/12 of 68.7% has fallen from 80.7% and is lower than the regional rate of 73.2% and the national rate of 72.6%.
- 5.9 The providers delivering the apprenticeships frameworks in Leeds are made up of a wide range of colleges and training providers. Under the freedoms and

flexibilities introduced by Business Innovation and Skills (BIS) colleges and training providers are no longer restricted to delivering within defined geographical areas and the market place is very competitive. The table below shows the current providers (Aug 2012 to July 2013) with the highest number of apprenticeship starts in each age group.

Table 3 Leeds – Learning Providers by volume 2012/13

16-18 yrs. Starts	19-24 yrs. Starts	25 yrs. plus Starts
Leeds City College 144 Leeds College of Building 80 Yorkshire College of Beauty Ltd 74 JHP Group Ltd 72 CITB-Construction Skills 61 ESG (Skills) Ltd 48 Key Training Ltd 47 Appris Charity Ltd 44 Bradford College 40 West Yorkshire Learning Providers 40	Leeds City College 214 JHP Group Ltd 156 First 4 Skills 140 Babcock Training Ltd 86 Leeds College of Building 76 ESG (Skills) 74 West Yorkshire Learning Providers Ltd 59 The Alternative Hotel Group 55 Newcastle College 52 Elmfield College 40	Leeds City College 253 JHP Group Ltd 238 GP Strategies 132 ESG (Skills) Ltd 127 First4Skills Ltd 123 Talent Training (UK) LLP 119 Newcastle College 98 Babcock Training 93 Bradford College 59 Hull College 55

5.10 The employer engagement rate is perceived to be lower than the regional and national average but NAS has not been in a position to provide reliable statistics for this measure. However, it can be seen from the information on starts below that the largest number of apprenticeship starts has been with small employers.

Table 4 Leeds - Starts by Employer Size 2012/13

Size	AGE	16 – 18yrs.	19 – 24 yrs.	25 yrs. plus	Total
Small		873	967	1183	3023
Medium		265	368	524	1157
Large		142	206	1297	1658
Very Large		155	561	884	1600
Unknown		38	42	71	151

6 The role of Leeds City Council.

6.1 The role of Leeds City Council in apprenticeships is to:-

- Support local SME businesses to access information and support to create apprenticeship opportunities to meet their skills needs to remain competitive and grow
- Articulating the needs of employers to ensure that appropriate frameworks are developed and provided by colleges and training providers locally to meet the needs of business and the local economy
- Providing independent information, advice and guidance to young people to assist them to make informed choices and support them to access apprenticeship opportunities

- Promote the benefits of apprenticeships as a skills development tool to both young people and business and act as an exemplar employer.

- 6.2 As a business the Council employs apprentices but it is not a registered apprenticeship learning provider. It can, therefore, take an objective and strategic overview of provision in the city and fulfil a role as a broker / intermediary between various stakeholders - businesses and learning providers without a conflict of interest.
- 6.3 As an employer the Council has supported young people to access entry level job roles through apprenticeships and existing staff to retrain and develop to take on different job roles. Over the last 4 years the Council has enabled 798 staff to undertake an apprenticeship to acquire new skills and recruited 189 individuals to apprenticeships vacancies. These numbers have fallen as the overall workforce size has reduced but work is on-going through the Work@Leeds programme to continue to identify opportunities where vacancies have not been filled through the redeployment of existing staff.
- 6.4 In supporting business to meet its skills needs the Council works with developers, its contractors and with businesses investing and recruiting in Leeds to create and sustain apprenticeship positions and to match young people to these opportunities. Since April 2013, it has supported 63 businesses to create 116 apprenticeships.

7 Apprenticeship Hub

- 7.1 The City Deal made provision for the development of an Apprenticeship Hub in each of the districts in the Leeds City Region. Hubs work to align programmes and partner resources to provide a more coherent offer to SME businesses and learners to increase the number and range of apprenticeship opportunities.
- 7.2 Leeds established its Apprenticeship Hub in July 2013 and will receive £300,000 over 3 years to support delivery subject to the achievement of City Deal targets. It will be required to contribute to the wider Leeds City Region target to achieve an additional 2,500 new Apprenticeships over the funded period.
- 7.3 The Hub supported by the Leeds Apprenticeship Steering Group involving national and local partners, will co-ordinate activities to align business and learner support measures and to expand and develop the provision to better target support to key growth sectors by: . The Hub is undertaking a range of activities to more effectively engage learners and business with the existing mainstream offer through:-
- engagement activities with learners, their parents and carers, schools and academies
 - improved business engagement through media and business to business campaigns to communicate the benefits to business of supporting apprenticeships
 - improving the deployment of partner resources to support the delivery of employment and skills obligations through planning agreements and procurement
 - the development of new higher and advanced level Apprenticeship Frameworks in partnership with the Universities and Colleges in the city to meet business

needs and develop new pathways to higher skills aligned to key growth sectors in the local economy.

7.4 The Hub team has delivered and attended a number of events over the last 3 months and, by the end of October had engaged with 32 SME businesses and 1,930 young people and so far has brokered 18 apprenticeship starts. Work with sector skills councils and employers in key sectors is being taken forward including creative arts and digital media, manufacturing and financial and legal services. However, the current focus of activity is to more effectively engage with young people to increase their awareness of the wide range of opportunities and the benefits of apprenticeships and to support them in their efforts to successfully secure an apprenticeship. There has been an increase of 12.5% over the last year in the number of young people registering on the NAS AV system and an increase of 2.1% in the number of applications from those under 19 years of age.

7.5 However, work to date has revealed that that further support focusing on the “soft” interpersonal skills e.g. how to dress for an interview; how to engage with a potential employer as well as completing a well presented and tailored application form / CV is required. Current and planned activities include:-

- information campaigns through social media
- improved information on the Leeds Pathways and Council websites
- dissemination of information on current vacancies
- intensive support to those with multiple unsuccessful applications
- establishing a clearing house for applications and a brokerage service;
- apprenticeship ambassadors – peer to peer support
- surgeries and registration days, make a winning application workshop in schools and community settings
- careers and apprenticeship fairs with direct engagement with employers in both school and community settings.

8 Leeds Apprenticeship Training Agency (ATA)

8.1 Following approval by Executive Board, the Council established a separate company limited by guarantee, jointly owned by the Council and Leeds City College to support small and medium sized businesses to take on apprentices. It is based at the premises of Leeds, York and North Yorkshire Chamber of Commerce in Leeds city centre. The ATA became operational in February 2013 following sign off the funding agreement under City Deal. Subject to the achievement of targets funding will be drawn down for an initial 3 year period following which it will need to become self-financing.

8.2 The ATA supports the creation of new apprenticeship opportunities involving small and medium sized (SME) employers that would otherwise be unable to take the business risk of employing an apprentice directly. Effectively operating as an employment agency, the ATA will employ the apprentice and hire them out to host employers to fulfil their work based element of the apprenticeship.

8.3 The ATA matches young people who want to find careers through apprenticeships with companies that want to develop and grow their workforce. A training programme is developed for each learner and delivered through Leeds City College as the preferred provider with other learning providers as required.

- 8.4 For an ATA to operate efficiently and remain viable there is a need to achieve sufficient and sustained volumes of apprentices and workplaces requiring a critical mass of each to respond to the needs of both. The success of this is largely contingent on the effectiveness and reach of partner networks. Given the limited level of resources available to the ATA, partnership work through the Hub to increase awareness of and interest in apprenticeships by young people and SMEs is of vital importance.
- 8.5 The Apprenticeship Training Agency (ATA) model is designed to increase the engagement of smaller employers in Apprenticeships. All ATA Apprenticeships must have strong employer involvement and a focus on delivering permanent jobs either during or immediately following the Apprenticeship. The ATA model cannot be used just to meet the employment condition for Apprenticeships. The National Apprenticeship Service (NAS) has put in place a model framework to support and promote the delivery of a high quality Apprenticeship programme with employers wishing to use the services of an ATA. The Leeds ATA has been accredited against this framework and is listed on the Approved Register of ATAs which is published on the NAS website.
- 8.6 To date, the ATA has engaged with over 200 SME businesses, it currently employs 19 apprentices and is advertising 18 vacancies with host employers. There has been a healthy response from businesses, the challenge facing the ATA is in attracting and increasing the pool of suitable job ready candidates.

9. Corporate Considerations

9.1 Consultation and Engagement

- 9.1.1 The Hub Action plan and the ATA Business Plan reflect the priorities and objectives of the Best Council Plan 2013-17 to support people to improve skills and move into jobs. The plan has been developed in conjunction with the Council's city-wide partners and stakeholders represented on the Leeds Apprenticeship Steering Group.
- 9.1.2 The priorities for action in the above plans were identified through consultation with elected members and officers in the Council, NAS, colleges and learning providers, employers and young people accessing apprenticeship services. The planned activities will continue to be monitored, reviewed and amended in light of service user and elected member feedback. Planned activities will be communicated to young people, their parents and carers, schools, employers and elected members through a variety of means including the web, social media, written and face to face briefings.

9.2 Equality and Diversity / Cohesion and Integration

- 9.2.1 Equality Impact Assessment screening was undertaken to support the the development and implementation of the Apprenticeship Hub and the ATA. The current and planned activities will support the provision of progression routes for young people that are currently NEET. Data relating to service users will be captured and monitored and activity plans reviewed to ensure the needs of equality groups are met to access these services

9.3 Council Policies and City Priorities

- 9.3.1 The activities outlined in the report support the achievement of key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on meeting the skills needs of local businesses to support recovery and growth and by helping young people to acquire skills and move into employment with training.
- 9.3.2 These activities also contribute to the achievement of the Children and Young People NEET obsession and the Children and Young People Plan priority to 'Increase numbers in employment, education or training'.

9.4 Resources and Value for Money

- 9.4.1 There are no specific decisions arising from this report. Expenditure on existing programmes referenced in this report were taken in accordance with the Council's financial and decision-making policies and procedures.

9.5 Legal Implications, Access to Information and Call In

- 9.5.1 There are no legal implications arising from this report.

9.6 Risk Management

- 9.6.1 Existing programmes of delivery are supported by risk management plans which are reviewed on a regular basis.

10. Conclusions

- 10.1 In the 2012/13 academic year there has been an increase in the number of apprenticeship vacancies and a fall in the number of apprenticeship starts in the city with a significant fall in the number of 16-18 year olds. This reflects a national trend although there has been an increased number of registrations and applications by the 16-18 age group in Leeds. The fall in numbers has occurred despite the considerable investment by both central government, local partners and learning providers in building capacity and capability to deliver, together with funding increases to support employers in taking on Apprentices.
- 10.2 There are a number of factors which may have contributed to the above reduction. These include changes to provision and the provider base with the focus now entirely on demand-led programmes with employers with a minimum duration of 12 months. There continues to be a lack of awareness and understanding of the benefits of the Apprenticeships - the wide range of opportunities available and the progression routes; this has not been assisted by the recent changes in the responsibilities for the delivery of Careers Education, Information, Advice and Guidance services to young people.
- 10.3 A lack of knowledge about the current labour market opportunities may result in young people with unrealistic or unambitious aspirations making poor choices and resulting in multiple unsuccessful applications. Experience of supporting young people to secure apprenticeships suggests that many do not meet the qualifications requirements and or lack the wider employability skills. However, it is evident that

there is a lack of knowledge and information about services and programmes available to support young people and their parents / carers to access these opportunities. There is anecdotal information that parents may discourage their son/ daughters from applying for an apprenticeship, particularly where this is offered at minimum rate, through concern that this will impact on household benefit claims and income.

- 10.4 It is evident that further work is required to effectively engage and inform young people, their parents/carers and their places of learning about the opportunities available in the city, the longer term benefits of apprenticeships and how to access these opportunities including pre-apprenticeship training where they do not currently meet the requirements, in particular achievement in English and Maths. Information on apprenticeships should be set in the context of labour market intelligence so that young people can make informed choices. The infrastructure provided by the Apprenticeship Hub, the ATA and Leeds Pathways brings together key partners in the city and provides the opportunity to create clear and coherent communications and improved support to address this.

11 Recommendations

- 11.1 Members of Scrutiny Board are asked to note and comment on the content of the report.

12 Background documents

- 12.1 There are no background documents.

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 19 November 2013

Subject: Draft terms of reference – Scrutiny Board inquiry on cultural organisations’ engagement with communities

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. The Board decided in June that it wishes to carry out an inquiry into cultural organisations’ engagement with communities. This idea was first raised during the Board’s work on marketing of the city earlier this year. Draft terms of reference for the inquiry will be circulated before the meeting for the Board’s approval. The inquiry will take place in spring 2014.

Views of the director and executive member

2. The Scrutiny Board Procedure Rules also require that, where a Scrutiny Board undertakes an Inquiry, the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference. These views will need to be taken into account in finalising the terms of reference.
3. Any comments received on the draft terms of reference will be reported to the Board at the meeting.

Recommendation

4. The Board is requested to agree the terms of reference for the inquiry.

Background papers¹

None used

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 Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 19 November 2013

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

Summary of main issues

1. The Board's draft work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting in October. It will be subject to change throughout the municipal year.
2. In line with its remit, the Housing and Regeneration Scrutiny Board is due to receive a briefing on the work carried out by this Scrutiny Board in relation to the Community Infrastructure Levy at its meeting on 26 November. Members will recall that they have asked to be involved in future further work in relation to the prioritisation and apportionment of the levy. It is proposed, given the interest of the Housing and Regeneration Scrutiny Board, that a member of that Board be invited to join the Sustainable Economy and Culture Scrutiny Board when the Community Infrastructure Levy is considered in future.
3. Also attached as appendix 2 are the Executive Board minutes of 9 October 2013. The minutes of the Executive Board meeting on 6 November 2013 will be circulated in advance of the Scrutiny Board meeting.

Recommendations

4. Members are asked to:
 - a) Consider the work schedule and make amendments as appropriate
 - b) Agree to invite a member of the Housing and Regeneration Scrutiny Board to join this Board when the Community Infrastructure Levy is considered in future.
 - c) Note the Executive Board minutes

Background documents¹

None used

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.

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	June	July	August
Jobs and skills Inquiry			
Leeds Let's Get Active Scheme Inquiry	To agree terms of reference SB 18/6/13	Session One SB 16/7/13	
Tour de France			
Call In			West Park Centre SB 6/8/13
Requests for scrutiny	Party in the Park	Residents' Parking Permit Schemes SB 16/7/13	
Pre-decision Scrutiny		Draft Sports Strategy SB 16/7/13	
Recommendation Tracking		Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities SB 16/7/13	
Budget & Policy Framework Plans			
Performance Monitoring	Quarter 4 performance report SB 18/6/13		
Contributions to the work of other Scrutiny Boards		Youth Offer (led by Children & Families) WG 9/7/13	

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Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Apprenticeships Inquiry	Scope inquiry WG 9/9/13	Agree terms of Reference SB 8/10/13	Session One SB 19/11/13
Cultural organisations' engagement with communities Inquiry			Agree terms of Reference SB 19/11/13
Tour de France		SB 8/10/13	
West Park Centre	SB 17/9/13		
Sustainability of events			WG Date TBC
Requests for scrutiny		Developers and planning process SB 8/10/13	
Pre-decision Scrutiny	Community Infrastructure Levy draft charging schedule SB 17/9/13	Residents' Parking Permit Schemes SB 8/10/13	
Budget & Policy Framework Plans			
Recommendation Tracking		Young People's engagement in culture SB 8/10/13	
Performance Monitoring			
Contributions to the work of other Scrutiny Boards	Youth offer WG 24/9/13		

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Apprenticeships Inquiry		Session Two SB 21/1/14	
Cultural organisations' engagement with communities Inquiry			Session One SB 18/2/14
Tour de France			Progress report on preparations SB 18/2/14
Manufacturing Sector	Briefing SB 17/12/13		
Requests for scrutiny			
Pre-decision Scrutiny	Strategic Economic Plan Date TBC (Joint with Housing & Regeneration)		
Budget & Policy Framework Plans	Executive Board's initial budget proposals SB 17/12/13	Local Flood Risk Management Strategy SB 21/1/14	
Recommendation Tracking		Scrutiny of Strategic Partnership Board SB 21/1/14	Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities SB 18/2/14
Performance Monitoring	Input into revised performance framework SB 17/12/13		
Contributions to the work of other Scrutiny Boards	Youth offer WG 10/12/13		

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
Cultural organisations' engagement with communities Inquiry		Session 2 SB 15/4/14
Leeds Let's Get Active Scheme	Session Two SB 18/3/14	
Annual review of Partnership	To undertake "critical friend" challenge SB 18/3/14	
Requests for scrutiny		
Pre-decision Scrutiny		
Budget & Policy Framework Plans		
Recommendation Tracking	Young People's engagement in culture SB 18/3/14	
Performance Monitoring		
Contributions to the work of other Scrutiny Boards		

Unscheduled items

Site Allocations Plan – estimated June 2014

Aire Valley Action Plan – estimated June 2014

Community Infrastructure Levy – apportionment of spending and spending priorities – estimated summer 2014

EXECUTIVE BOARD

WEDNESDAY, 9TH OCTOBER, 2013

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

86 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 4 to the report entitled, 'Design and Cost Report for the Improvement and Development of Visitor Services at the Arnold and Marjorie Ziff Tropical World in Roundhay Park', referred to in Minute No. 91 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), which if disclosed to the public would, or would be likely to prejudice the commercial interests of that person or of the Council. It is therefore deemed in the public interest not to disclose this information at this time.
- (b) Appendix 1 to the report entitled, 'Funding for a New Inward Investment Service for Leeds City Region', referred to in Minute No. 99 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 is deemed to be in the public interest not to disclose the information detailed within the appendix because of reasons related to commercial confidentiality (i.e. it presents sensitive information regarding ongoing commercial negotiations between the Council and several private business interests).
- (c) Appendix 1 to the report entitled, 'Proposed Levy on Large Retail Units ("The Supermarket Levy")', referred to in Minute No. 101 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 specific companies in Leeds (including the authority holding that information). It is therefore considered that the public interest in maintaining the

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

content of Appendix 1 as exempt outweighs the public interest in disclosing the information.

87 Late Items

A late item of business entitled, 'Localised Council Tax Support Scheme' was admitted to the agenda. There was a need to consider the report as a late item of business due to the timetable for undertaking a public consultation exercise prior to the formal adoption of a support scheme. The Council was required to adopt a scheme by 31st January 2014 and, in order to allow a 6 week consultation period, approval to carry out such consultation was required in October 2013. This would enable consultation to conclude at the end of November 2013, with the analysis and outcomes from the consultation being available for the full Council meeting in January 2014. (Minute No. 98 refers).

Also, prior to the meeting, Board Members were provided with an updated version of Appendix 2 (Draft Regulation 123 List) to agenda item 17 entitled, 'The Community Infrastructure Levy: Draft Charging Schedule' for their consideration. (Minute No. 102 refers).

In addition, the Board made reference to correspondence which had been received in respect of agenda item 15 (East Leeds Extension and East Leeds Orbital Road: Outcome of Feasibility) and also agenda item 16 (Proposed Levy on Large Retail Units ("The Supermarket Levy")) (Minute Nos. 100 and 101 refer respectively).

88 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however:-

In relation to the item entitled, 'Funding for a New Inward Investment Service for Leeds City Region' Councillor Wakefield drew the Board's attention to his position on the Leeds City Region Local Enterprise Partnership Board. Also in relation to the same item, Councillor R Lewis drew the Board's attention to his position as a member of the Leeds and Partners Board. (Minute No. 99 referred).

Regarding the items entitled, 'Review of the Local Welfare Support Scheme' and 'Localised Council Tax Support Scheme', Councillor A Carter drew the Board's attention to the fact that a family member was in receipt of Council Tax Benefit. (Minute Nos. 97 and 98 referred respectively).

89 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 4th September 2013 be approved as a correct record.

ENVIRONMENT

90 Alternate Weekly Collections: Phase One Evaluation

Further to Minute No. 144, 14th December 2011, the Director of Environment and Housing submitted a report assessing the early successes of Phase One of the Alternate Weekly Collections project (AWC) which were measured against the expected deliverables and objectives in both project delivery and operational implementation. In addition to measures of success, the submitted report highlighted the areas of learning from Phase One which could be adopted to progress and improve further phases.

The Board welcomed the work undertaken by the Scrutiny Board (Safer and Stronger Communities) on this issue. The observations and recommendations of the Scrutiny Board were appended to the submitted report for the Executive's consideration.

Members welcomed the achievements which had been made in respect of Phase 1 of the initiative and acknowledged the work which continued to be undertaken regarding the provision of food waste collections.

Responding to a Member's enquiry, the Board was provided with an update on, and assurances around a specific issue which had occurred in the Morley area, and also in respect of proposals regarding the roll out of the Council's 'side waste' policy.

RESOLVED –

- (a) That the initial performance data be noted which indicated that the new service has increased recycling via the green bins for the AWC collection routes, reduced residual waste being sent to landfill and reduced the total waste generated.
- (b) That the refinements to, and the implementation of Phase Two of the AWC project, as detailed within the submitted report, be respectively approved and endorsed.
- (c) That approval be given for the 'no side waste policy' to be applied throughout the city where households have residual and recyclable waste collected on an alternate week basis.

91 Design & Cost Report for the Improvement and Development of visitor services at The Arnold and Marjorie Ziff Tropical World in Roundhay Park

Further to Minute No. 132, 12th December 2012, the Director of Environment and Housing submitted a report providing an update on the progress that had been made with the development of plans to enhance and improve the Arnold and Marjorie Ziff Tropical World in Roundhay Park. The submitted report included a brief review of phase 1 of the initiative and detailed the progress made in respect of phase 2 improvements.

The Chair, on behalf of the Board paid tribute to and thanked the Ziff family for their continued and valued contribution towards the artistic and cultural development of the city.

A request was made for work to be undertaken into the innovative approaches which could be used to assist with the maintenance and development of other outlying attractions across the city.

Following consideration of Appendix 4 to the submitted report, designated as exempt 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 authority to spend £507,000 against capital scheme 16504 000 000 in the 2013/14 financial year in order to deliver the conservatory café extension and new toilet block, be approved.
- (b) That approval be given for a subsequent Design and Cost Report to be brought to Executive Board upon completion of the detailed design work associated with phase 2, year 2 of this scheme for further comment and approval.
- (c) That the following be noted:-
 - That the conservatory and toilet block extensions are scheduled for completion in April 2014 as per the table included within paragraph 3.1.8 of the submitted report.
 - That a subsequent report will be brought to Executive Board in June 2014 with an update on the design of Phase 2, year 2 improvements.
 - That the Chief Officer for Parks and Countryside will be responsible for the delivery of these recommendations and associated actions.

92 Review of Parks Outdoor Bowling Provision in Leeds

The Director of Environment and Housing submitted a report summarising the findings of the consultation exercise undertaken in respect of proposals to review service provision for outdoor bowls facilities in Leeds, and which made recommendations on the future management of Council owned and maintained bowling facilities.

The Executive Member for Environment paid tribute to and thanked the Leeds Bowling Association for the Association's contribution to and partnership approach throughout the development of the proposals detailed within the submitted report.

Members welcomed the way in which the proposals had been developed in response to the consultation and engagement which had taken place.

Emphasis was placed upon the need to ensure that the promotion of outdoor bowling as part of an active lifestyle was encouraged. In addition, it was

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

requested that as part of any changes to bowling provision, a proactive approach was taken by the Council towards the maintenance of local clubs' facilities, with the role of local Ward Councillors in such matters being highlighted.

RESOLVED –

- (a) That the introduction of a charge which would mean an income recovery level of £62,000 in 2014/2015 rising to £78,000 in 2017/2018, as set out within paragraph 4.2 of the submitted report, be approved. (Based upon current membership levels, this would represent a season ticket cost of £25 in 2014/2015 rising to £31.50 in 2017/2018).
- (b) That the removal of 6 bowling greens from multiple green sites, as set out within paragraph 4.6 of the submitted report, saving £16,000 per annum, be approved.
- (c) That approval be given for bowling clubs to meet the costs associated with their own direct use of gas and electricity, saving £30,000 per annum.
- (d) That the following be noted:-
 - The season ticket cost will be implemented in March 2014 and will be applied from the 2014/15 season onwards, as highlighted within paragraph 4.3 of the submitted report.
 - That those greens identified for closure will no longer be maintained for the purpose of bowling from March 2014.
 - That where feasible, appropriate arrangements will be established in order for bowling clubs to meet the costs associated with their own direct use of gas and electricity by March 2014.
 - That the Chief Officer for Parks and Countryside will be responsible for the delivery of these recommendations and associated actions.

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

LEISURE AND SKILLS

93 A Strategy for Sport and Active Lifestyles in Leeds 2013-2018

The Director of City Development and the Director of Public Health submitted a joint report highlighting the work of Sport Leeds in developing a strategy for Sport and Active Lifestyles for the city, and providing details on the achievements which had been made by Sport Leeds.

The observations and recommendations of the Scrutiny Board (Sustainable Economy and Culture) on this issue were appended to the submitted report for Board Members' consideration.

Emphasis was placed upon the vital role played by Council officers and also by those many volunteers who provided a range of sporting opportunities throughout the city. In addition, the further role which could be played by the large sports clubs in this field was highlighted, whilst emphasis was also placed upon the need wherever possible to alter individuals' behaviour in order to encourage them to become more physically active.

Members highlighted the need to ensure that linkages were made between the Sport and Active Lifestyles Strategy and the sporting opportunities which were available to young people in schools.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the strategy, as appended to the submitted report, be endorsed as the city's Sport and Active Lifestyles Strategy for the period 2013 - 2018.
- (c) That it be noted that the Head of Sport and Active Lifestyles will assume responsibility for developing the Council's response to the strategic direction, as set within the proposed Sport Leeds Strategy.

94 National Governing Body of Sport "Place Pilot"

The Director of City Development submitted a report outlining the National Governing Body of Sport "Place Pilot" initiative and which sought approval to accept grant funding from Sport England of up to £500,000.

Members welcomed the financial support which had been offered by Sport England, enquired whether there was any potential for further investment to be obtained and requested that an evaluation exercise be undertaken at the conclusion of the project, in order to maximise the benefit which could be gained from future initiatives.

RESOLVED –

- (a) That the "Place Pilot" project be supported.
- (b) That Sport England's grant offer of £500,000 be accepted, subject to business case approval.
- (c) That an evaluation report be submitted to Executive Board for their consideration at the conclusion of the project.
- (d) That the stages required to implement the decision, together with the proposed timescales, as outlined within paragraph 3.3 of the submitted report, be noted.
- (e) That it be noted that the Head of Sport and Active Recreation will be responsible for the implementation of such matters.

LEADER OF COUNCIL'S PORTFOLIO

95 Financial Health Monitoring 2013/14 - Month 5

The Deputy Chief Executive submitted a report which presented the Council's projected financial health position for 2013/2014 after five months of the financial year.

Responding to a specific enquiry, officers undertook to provide the Member in question with further details on the Council's projected overspend figure for the comparative period in the 2012/13 financial year.

In addition, officers responded to a Member's enquiry regarding the actions being taken to reduce the budgetary overspends currently projected in some directorates.

RESOLVED – That the projected financial position of the authority after five months of the financial year, as detailed within the submitted report, be noted.

96 Medium Term Financial Strategy 2014/15 to 2015/16

The Deputy Chief Executive submitted a report presenting the principles and assumptions underlying the Council's proposed financial strategy covering the years 2014/2015 to 2015/2016, which would provide the framework for the preparation of the 2014/2015 initial budget proposals scheduled to be presented to Executive Board in December 2013.

Members highlighted the need to ensure that the Council worked effectively with partner organisations in order to ensure that the Local Authority obtained its maximum share of all available funding streams.

Emphasis was placed upon the financial challenges which the Council continued to face, and it was highlighted that the proactive work to address such challenges was ongoing.

Having considered the issues around the West Yorkshire Transport Fund and the current position in respect of potentially establishing a Transport Fund levy, it was requested that a report in respect of such matters be submitted to a future meeting of the Board.

RESOLVED –

- (a) That the Medium Term Financial Strategy 2014/2015 to 2015/2016 be approved, and that it be noted that this will form the basis for the detailed preparation of the Initial Budget Proposals for 2014/2015.
- (b) That a report relating to the West Yorkshire Transport Fund and the current position in respect of potentially establishing a Transport Fund levy be submitted to a future meeting of the Board.

97 Review of the Local Welfare Support Scheme

Further to Minute No. 211, 13th March 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the progress made in respect of the Local Welfare Support Scheme and which also outlined proposals on how the scheme could be adapted to effectively assist the most vulnerable in Leeds from the impact of benefit changes and falling incomes.

As part of the introduction to the report, the Chief Officer (Welfare and Benefits) highlighted that actions would be taken to ensure that all Elected Members were made more aware of the scheme.

The Board discussed the need to ensure that people in need of welfare support were aware of the existence of the scheme and officers undertook to look into ways awareness could be improved.

RESOLVED –

- (a) That approval be given for the Local Welfare Support Scheme to continue in 2013/14 to meet the cost of household goods and emergency provision, and that approval be given for the scheme to be extended to include people faced with emergency need as a result of Jobcentre Plus sanctions on condition that the person has re-engaged with Jobcentre Plus.
- (b) That sums from the Local Welfare Support Scheme fund be allocated to an exceptional hardship fund in order to assist people affected by the changes to the Local Council Tax Support scheme, and that the Assistant Chief Executive (Citizens and Communities) be given the necessary delegated authority to determine awards and manage the scheme.
- (c) That sums from the Local Welfare Support Scheme be used to increase the Discretionary Housing Payments budget in order to extend the scheme to tenants facing exceptional hardship, but who do not fall within the priority groups already agreed.
- (d) That a scheme be developed for 2014/15 which brings together emergency and hardship funding streams across the Council to provide a single hardship fund that supports the delivery of wrap around services to help tackle financial hardship, and that proposals for the 2014/15 scheme be presented to Executive Board in the next few months.

98 Localised Council Tax Support Scheme

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to undertake a public consultation exercise regarding a change to the current local Council Tax Support scheme which could see the percentage reduction for those 'non-protected' groups increased to reflect the possibility of a Council Tax increase in 2014/2015.

The report and appendices relating to this matter were circulated to Board Members prior to the meeting for their consideration.

RESOLVED –

- (a) That approval be given to undertake a consultation exercise on a Localised Council Tax Support Scheme which:
- a. keeps costs within current budgeted spending levels;
 - b. continues to provide full protection for the same groups that are currently fully protected; but
 - c. potentially changes the percentage reduction in Council Tax Support for non-protected groups to reflect the possibility of a Council Tax increase both for 2014/2015 and in future years.
- (b) That a report be submitted to the December 2013 meeting of the Board providing the outcomes of the consultation exercise, so that a recommendation can be made by the Board to full Council on the scheme to be adopted for 2014/2015.

99 Funding for a new Inward Investment Service for Leeds City Region

The Deputy Chief Executive submitted a report providing an update on the development of a new, proactive inward investment service for Leeds City Region (LCR), capable of significantly increasing the City Region's share of new direct business investment from elsewhere in the UK (particularly London and the South East) and overseas. In addition, the report sought approval to provide advanced funding of up to £1,720,000 for the new service over a three-year period (2013/14 to 2015/16) to be funded through the Council's general fund reserves. The requested advance funding would be reimbursed to the Council's general fund reserves via future business rates receipts to be generated as more businesses located or expanded onto the Aire Valley Leeds Enterprise Zone (AVL EZ).

Following consideration of Appendix 1 to the submitted report, designated as exempt 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 advance funding of up to £1,720,000 over three years (2013/14 to 2015/16) to be provided from the Council's general fund reserves in order to support delivery of a new, proactive inward investment service for Leeds City Region be approved. (The requested funding will be reimbursed to the Council's general fund reserves via future business rates receipts as more business investment is made in AVL EZ. It is expected that the full £1,720,000 will be repaid to the Council by mid-2018/19).
- (b) That the following be noted:-
- the options appraisal for the requested funding model, as set out within paragraphs 3.7 and 3.8 of the submitted report;

- that the new service will be delivered by Leeds and Partners from October 2013 (subject to the outcome of ongoing negotiations and commissioning) and that it is expected to secure a minimum of 60 new direct business investments and up to 1,500 new jobs (subject to ongoing negotiations);
- that the responsible officer for implementing the decision is the Project Manager within the Leeds City Region Secretariat.

DEVELOPMENT AND THE ECONOMY

100 East Leeds Extension and East Leeds Orbital Road - Outcome of Feasibility

Further to Minute No. 152, 9th January 2013, the Director of City Development submitted a report providing details of work undertaken on the Council's behalf to set out an approach towards the design and delivery of a new East Leeds Orbital Road as part of a wider transport strategy to support the development of land for new housing in the East Leeds Extension. In addition, the report also set out the proposed next steps for Executive Board to consider how the Council could take forward further design and specification of the road and play a further role in the co-ordinated provision of infrastructure and development across the area.

As part of the introduction to the submitted report, the Executive Member for Development and the Economy made reference to correspondence which had been received prior to the meeting in respect of this matter.

Members highlighted the significant need for infrastructure provision in this area, and in response to Members' comments and concerns, officers provided further details on the projected cost of the scheme, together with its associated timescales.

The Board received further detail on the various funding streams which were being pursued in respect of the development and considered what further actions could be taken to maximise such funding, such as via the lobbying of Government or contributions by landowners.

RESOLVED –

- (a) That the work to establish an East Leeds Transport Strategy embracing the needs of pedestrians, cyclists, public transport and cars, which is being led by the Chief Officer Highways & Transportation (as set out within paragraphs 3.7 - 3.11 of the submitted report), be noted and supported.
- (b) That the outcome of the East Leeds Orbital Road feasibility study, as set out within the submitted report and at appendices 2 – 6, be noted.
- (c) That approval be given for the Chief Asset Management & Regeneration Officer to undertake communications and consultation on the indicative alignment of the East Leeds Orbital Road with land

owners, local residents and stakeholders by the end of 2013 (as set out within paragraph 4.1.7 of the submitted report).

- (d) That the submission by the Chief Officer Highways & Transportation, on behalf of the Council, of a mandate for £1,310,000 of project development resources through the West Yorkshire Transport Fund be noted and supported, which would move the scheme from feasibility through validation and scoping stages, incorporating consideration of a practical and deliverable phasing for construction that meets strategic highways objectives and supports the viable delivery of residential development, with a view to being in a position to submit a planning application (as set out within paragraph 3.78 of the submitted report).
- (e) That approval be given for an injection by the Chief Officer Highways & Transportation of £1,310,000 into the Capital Programme and that authority to spend £1,160,000 on the further feasibility, validation and scoping work, as set out within paragraph 3.77 of the submitted report be approved, subject to approval by METRO of the mandate for West Yorkshire Transport Funding, with further reports being submitted to Executive Board on this work.
- (f) That in parallel with resolution (d) above, it be requested that the Chief Planning Officer continues work to establish funding for ELOR, including the exploration of a suitable means of establishing appropriate contributions from developers (as set out within paragraph 3.65 of the submitted report).

101 Proposed Levy on Large Retail Units ("The Supermarket Levy")

The Director of City Development submitted a report responding to a resolution of Council from the meeting held on 1st July 2013. Specifically, the report set out the need for the Council to have a considered approach towards a proposal by the 'Local Works' campaign group to introduce an additional levy on large retail units.

The Executive Member for Development and the Economy made reference to correspondence which had been received prior to the meeting in respect of this matter.

Members noted the work which had been undertaken on this issue and requested that this matter be kept under review.

Specific reference was made to the potentially significant impact that supermarkets could have in respect of local regeneration and employment opportunities in communities, and it was requested that further details be provided to the Board illustrating the extent of the impact made by supermarkets in such areas.

Following consideration of Appendix 1 to the submitted report, designated as exempt 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 it be agreed that the proposal in its present form, is not a feasible measure at this time and could affect the viability of important development and regeneration projects that would create jobs, but that the matter should be kept under review by officers.
- (b) That the position of Leeds City Council be noted, which is to seek significant contributions from large format retailers in the form of business rates and planning contributions, which, in the future will be under the Community Infrastructure Levy, whilst not impairing the viability of important development and regeneration projects that are anchored by large retailers.
- (c) That the position of planning policy in Leeds and the role of the planning system in seeking to ensure supermarkets are located appropriately, meet identified needs for retail capacity, and support regeneration, employment and the vitality of existing town centres, be noted.
- (d) That the wider work of the Council in supporting town and district centres and independent retail be noted.
- (e) That officers be instructed to continue to agree with supermarkets a clear commitment to job creation and support to local residents to secure employment and apprenticeships, and contribute towards the vitality of existing town centres in Leeds.
- (f) That it be noted that the Chief Officer (Employment and Skills) is the officer responsible for the implementation of resolution (e) above.
- (g) That further details be provided to the Board illustrating the extent of the impact which has been made by supermarkets in areas such as local regeneration and employment opportunities in communities across Leeds.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

102 The Community Infrastructure Levy - Draft Charging Schedule

Further to Minute No. 178, 15th February 2013, the Director of City Development submitted a report explaining the changes to the CIL (Community Infrastructure Levy) Draft Charging Schedule, which were now proposed following the Preliminary Draft consultation exercise and also following reference to further background information and analysis.

The observations and recommendations of the Scrutiny Board (Sustainable Economy and Culture) on this issue were appended to the submitted report for Board Members' consideration.

Prior to the meeting, Board Members were provided with an updated version of Appendix 2 (Draft Regulation 123 List) for their consideration as part of the submitted report.

Following Members' comments, further details were provided regarding the timescales associated with future reviews of the schedule, on proposals regarding the change in charging zone for the East Leeds Extension and also in respect of the provision of education facilities.

Responding to a specific request to incorporate an area of Farsley into the North charging zone, the Board agreed to this amendment, subject to it being determined as viable following the appropriate checks being undertaken against the associated evidence base.

RESOLVED –

- (a) That the content of the Draft Charging Schedule, as appended to the submitted report, be approved in order to proceed with publication and 6 weeks of formal public consultation, subject to the inclusion of an amendment as detailed above, should this amendment be determined as viable following the appropriate checks being undertaken against the associated evidence base.
- (b) That the scope of the evidence base and associated documents supporting the setting of the CIL rates, including the Regulation 123 List, be agreed, subject to the inclusion of the amendment made to the Regulation 123 List, namely the removal of reference to 'Highways Schemes'.
- (c) That approval be given to submit the Draft Charging Schedule to the examiner after the close of the consultation period in accordance with the CIL Regulations.
- (d) That approval be given for the Council to work in partnership with local councils, Area Committees and neighbourhoods in order to explore opportunities for maximising available resources through governance and implementation of the CIL spending to best meet their local needs, with proposals being reported back to a future meeting of Executive Board.
- (e) That it be noted that the following steps will be undertaken to deliver the decisions of the Board:-
 - i. The Draft Charging Schedule and supporting documents/evidence base as provided in the appendices to the submitted report will be published for public consultation. Following the consultation, the same material will be submitted to the examiner along with any representations received. Following the examination and receipt of the inspector's report and any modifications required, there would need to be a Full Council resolution to adopt the CIL.

- ii. The timescales for the implementation of the decisions are that a 6 week consultation will run from late October, the submission for examination will be in January 2014, and subsequent progress depending on the Core Strategy progress and capacity of the Planning Inspectorate.
- iii. The Chief Planning Officer is the officer responsible for implementation.

(The matters referred to within this minute were designated as being exempt from Call In due to the fact that the decisions arising from this report were deemed as urgent and any delay would seriously prejudice the Council's interests in generating infrastructure funding. The reasons for the urgency of these decisions were detailed within paragraphs 4.5.2 to 4.5.4 of the submitted report)

103 Health and Safety Performance 2012/2013

The Deputy Chief Executive submitted a report explaining how the Council managed health and safety in the current legal and political context, with the submitted report making recommendations around the priority areas for intervention during the period 2013/2014.

Officers noted the request that checks be made to ensure that health and safety data in relation to service users, particularly in respect of highways, was being incorporated into the relevant reporting mechanisms.

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

CHILDREN'S SERVICES

104 Information on the Annual Admissions Round for September 2013 Entry

The Director of Children's Services submitted a report providing statistical information on Admissions into Reception and Year 7 for September 2013. The report noted the rising birth rate in Leeds and assessed how this was affecting entry into both primary and secondary schools. In addition, the report further considered the effect upon the application process of the timing of Free Schools being approved by the Department for Education (DfE) and the interaction with the current Admission policy.

Responding to a specific request, officers undertook to provide the Member in question with further details regarding the circumstances around those children who could not be offered any of their stated preferences in terms of primary schools.

Members then discussed the current admission rates in respect of the Jewish Free School, which was given approval to open from September 2013.

RESOLVED – That the following be noted:-

- The percentage of successful first preferences for secondary admissions was 84% and for Reception admissions was 85%.

- The percentage of parents receiving one of their top three preferences was 94%.
- The number of appeals for Reception has decreased slightly although more have been successful.
- The timing of the confirmation of Free Schools opening has led to late adjustments to availability of places.

105 Children's Services Update Report

The Director of Children's Services submitted a report providing an update on the progress achieved in important areas within Children's Services. The report particularly focussed upon safeguarding and social work, due to the importance of safeguarding for the Council, and because these services were the only area of the Council still subject to high profile, unannounced inspection. In addition, the report also set out the overall progress which had been made within Children's Services over the past year, and outlined the key challenges for the year ahead.

The Executive Member for Children's Services thanked those Elected Members who were their area's nominated representative on the Council's Corporate Carers' Group, for the significant work which they had undertaken in their respective roles and for the progress which had been made in this area.

Responding to a specific request, officers undertook to provide the Member in question with further details on the actions being taken to improve school attendance levels across the city, together with information on Leeds' relative performance when compared with the national and benchmark averages for attendance.

Members noted the progress which had been made within Children's Services, whilst a Member placed specific emphasis upon the importance of continuing to close the gaps which existed in learning.

RESOLVED –

- (a) That the progress Leeds has made in improving outcomes for children and young people, balanced against the on-going challenges, particularly in the context of a new inspection framework, be noted.
- (b) That the city-wide strategy for continued improvement across Children's Services be supported.

DATE OF PUBLICATION: 11TH OCTOBER 2013

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 18TH OCTOBER 2013

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 21st October 2013)

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013